

Northwest Community College  
**Calendar 2006-2008**



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## Message From The President

### Welcome to Northwest Community College

Within the pages of this calendar you will learn about the educational programs and services we provide students within our college region and beyond.

We are constantly reviewing and exploring new and relevant programs that align with the changing economic needs and opportunities of Northern British Columbia and the world. To this end we are now offering a Bachelor of Science in Nursing, in partnership with UNBC, CNC and Northern Health. We have also strengthened our natural resource programming through the introduction of the Applied Coastal Ecology program, and increased our Trades program offerings through the addition of new Electrical and Process Operator programs.

The college is committed to serving the needs of all of our diverse communities and through programs like the First Nations Artist in Residence and First Nations Land Stewardship we are able to play a role in helping our indigenous communities sustain and grow their traditional knowledge, skills and natural resources, for generations to come.

As our student you are the motivation behind everything we do and we constantly strive to ensure that the quality of service we provide, and the education you receive, is everything you need to succeed in reaching your educational and career goals. We offer low tuition fees, quality instruction, transferable courses, programs that lead to recognized credentials, and more intimate class sizes to increase student teacher interaction and attention.

I invite you to use this calendar as you plan your educational path and to discuss your plans and goals with our Educational Advisors. On behalf of all the staff at Northwest Community College, I wish you much success in your educational pursuits and look forward to welcoming you into our college community.



Stephanie Forsyth  
President



## Vision And Mission Statement And Operating Principles

### Vision

At Northwest Community College we have a passion for educational leadership. We foster excellence in instruction and learning in a unique and spectacular environment.

### Mission

Northwest Community College provides quality learning experiences that help prepare our students for successful, positive futures. We celebrate the diversity of our northern and First Nations populations and reflect this diversity in our programs, services and our workforce. We approach every interaction with respect and integrity and collaborate with our partners to meet the unique educational needs of our communities.

### Values and Operating Principles

We are respectful in every interaction and in our personal and professional behaviour. We are an ethical institution that acts with integrity. We work toward growth, continual learning and collaboration with students, communities and each other.

We honour the culture and tradition of First Nations communities on whose territory we operate. We will work to resolve historical injustices and inequities and continue an ongoing dialogue free of racism.

**Accountability** — We establish and achieve College objectives that are cost-effective and open to public review.

**A Student-centred College** — We operate programs, courses and services focussed on meeting the learning, developmental and employment needs of the learners we serve.

**Student Success** — We commit to removing barriers to student success. We will provide services, programs, and resources to foster success.

**Respect** — We treat each person in a fair and equitable fashion, acknowledging and valuing his or her perspectives and diversity. We do not tolerate discrimination on the basis of race, age, colour, ancestry, place of origin, political belief, religion, marital or family status, financial status, physical, mental or learning disability, gender or sexual orientation.

**Cooperation** — We commit to working cooperatively and in good faith with our internal and external communities.

**First Nations Heritage and Cultural Competency** — We commit to reducing systemic barriers such as racism, and to ensuring that our courses and programs demonstrate an integrated inclusion of First Nations culture and knowledge.

**Openness to Change** — We provide relevant, current and innovative programs and services and respond to changes in society and the needs of our learners.

**Accessibility** — We commit to addressing barriers and providing fair and equitable access to learning opportunities and services throughout the region.

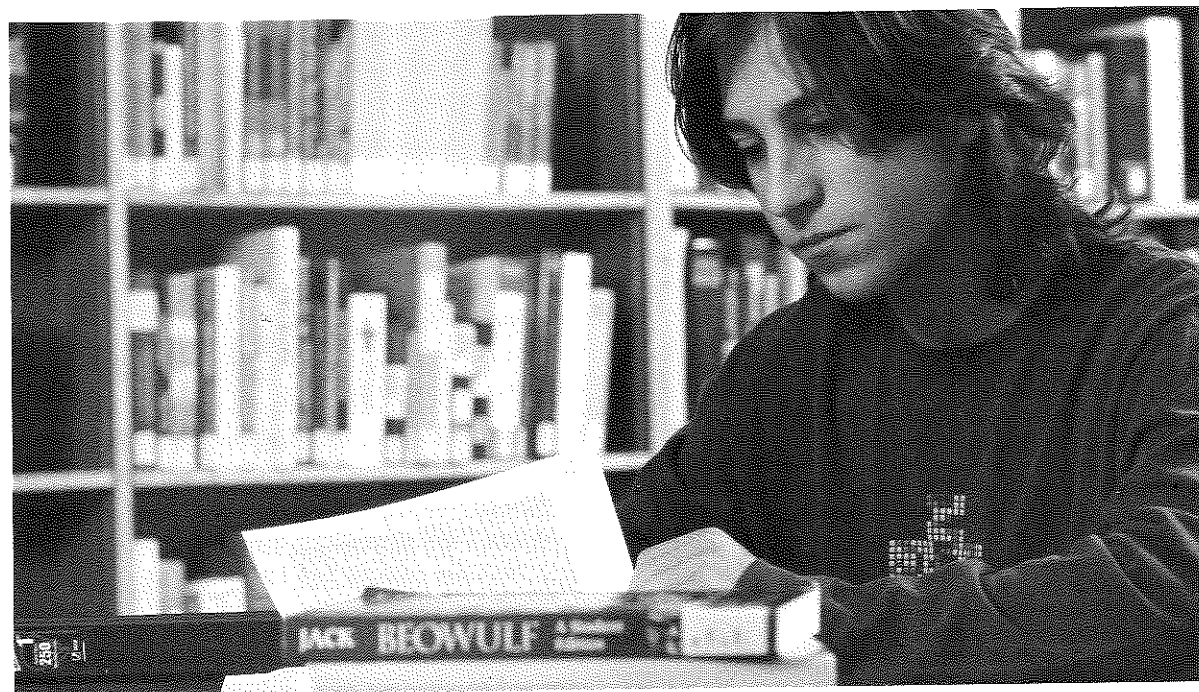
**Empowerment of Communities** — We commit to the decentralization of learning opportunities and recognizing the role of communities we serve in determining their educational priorities.

**Empowerment of Employees** — We commit to have our employees actively participate in the decision-making processes at the College.

**Empowerment of Students** — We recognize and encourage the active involvement of students in the development and improvement of College programs and services.

**Innovation** — We encourage and support creativity and innovation in the development of initiatives that address opportunities for constructive change.

**Sustainability** — We conduct our business in an environmentally responsible manner and include sound resource practices such as waste reduction, recycling and energy conservation.



### About Northwest Community College (NWCC)

NWCC was created from what was once the BC Vocational School in Terrace, BC. In 1975 the Provincial Government expanded the School's mandate and program offerings to include academic and career programs and the institution was renamed Northwest Community College.

Northwest Community College is one of the few remaining colleges that still has the word "community" in its name. This is by design. The College's Mission Statement reflects the commonly held value that programs and services are there for the benefit of the communities we serve.

For over 30 years the College has been providing post-secondary education to the Pacific Northwest region of British Columbia and beyond. The College has grown to ten campuses/learning centres around the college region. The community of Prince Rupert recently saw the completion of a new \$12 million campus. The facility was completed in 2005 and provides the students of the area with

a modern venue and exciting environment in which to study and learn.

The College serves a total geographical area of 254,000 square kilometres with a combined population of approximately 82,000. This region is home to seven First Nations whose students make up over 39% of the College's student population. Their participation in the College serves to enrich the culture of the college community and strengthen its connection and relevance to the area.

Through development of the College's strategic and educational plans NWCC ensures that the programming it offers reflects the education and training needs of the Northwest. Students are able to choose from a variety of academic, career and trades programming. The Continuing Education department of the College provides applied learning opportunities in areas ranging from industry training to general interest and customized programming.

### Northwest Community College "Education is Unity Pole"

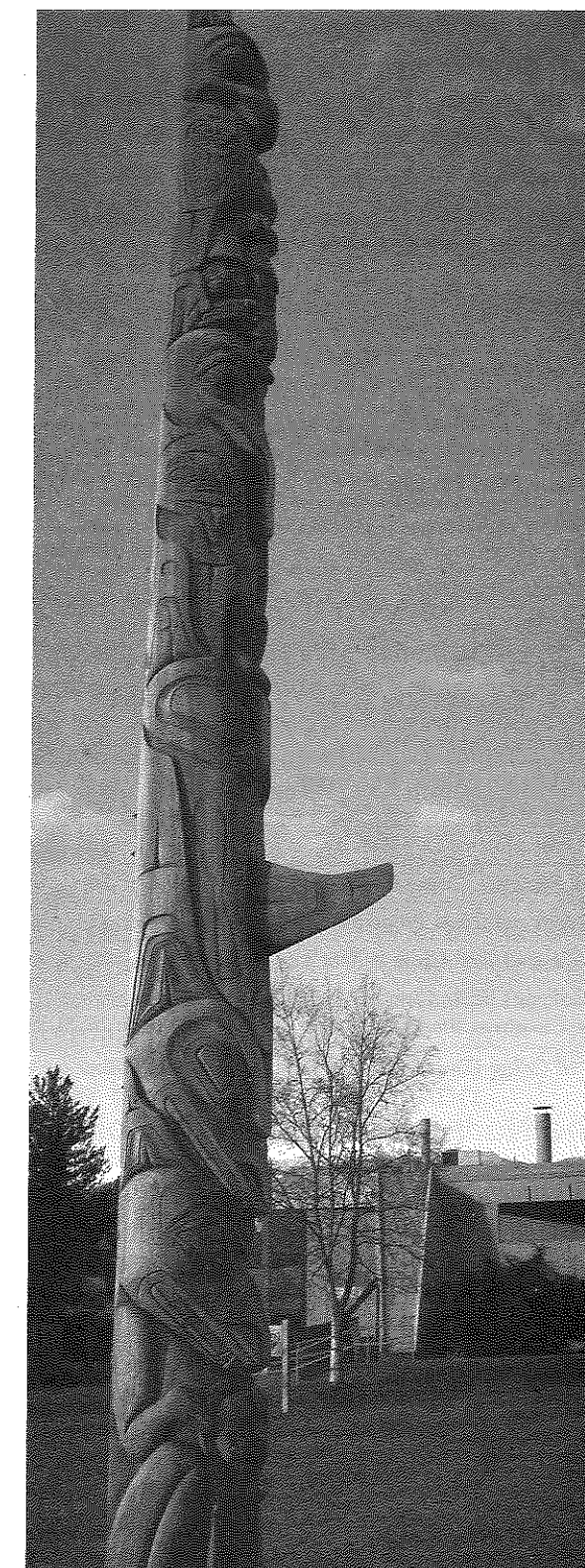
NWCC's Education Unity Pole is the first of its kind. Bringing together the seven First Nations that reside in the northwest and take part in the education of the College, the Pole symbolizes the UNITY that is felt by the Wet'suwet'en, Gitksan, Haisla, Tahltan, Nisga'a, Tsimshian and Haida when it comes to meeting the educational needs of their people.

The Pole represents the four crests common to the northwest coast First Nations people: Wolf, Killer Whale, Raven and Eagle. It symbolizes those who attend the College and the College's commitment to diversity and equality, and stands as a reminder that education is a goal that draws all nations together. It acknowledges the importance of First Nations culture and art in the northwest and contributes to the creation of a more welcoming and supportive learning environment for First Nations students attending the College.

### Locations

Northwest Community College has campuses in the following communities:

- HAIDA GWAIL -  
QUEEN CHARLOTTE CITY  
MASSET
- HAZELTON
- HOUSTON
- KITIMAT
- NASS VALLEY
- PRINCE RUPERT
- SMITHERS
- STEWART
- TERRACE



See back cover for campus contact information.



## Important Dates

DATES TO REMEMBER	2005	2006	2007	2008
*New Year's Holiday	Jan 3	Jan 2	Jan 1	Jan 1
College Offices re-open	Jan 4	Jan 3	Jan 2	Jan 2
Classes re-commence	Jan 4	Jan 3	Jan 2	Jan 7
Reading Week (University Credit classes)	Feb 21-25	Feb 20-24	Feb 19-23	Feb 25-29
Last Day for Official Withdrawal from Winter Semester Classes	Feb 25	Feb 24	Feb 23	Feb 29
Spring Break for BC Secondary Schools	Mar 21-25	Mar 13-17	Mar 19-23	Mar 17-21
*Good Friday Holiday	Mar 25	Apr 14	Apr 6	Mar 21
*Easter Monday Holiday	Mar 28	Apr 17	Apr 9	Mar 24
Winter Semester Classes End	Apr 22	Apr 21	Apr 20	Apr 25
*Victoria Day Holiday	May 23	May 22	May 21	May 19
Last Day of Classes for Programs ending in June	Jun 17	Jun 16	Jun 15	Jun 20
*Canada Day Holiday	July 1	July 3	July 2	Jul 1
*B.C. Holiday	Aug 1	Aug 7	Aug 6	Aug 4
*Labour Day Holiday	Sep 5	Sep 4	Sep 3	Sep 1
Classes Begin (Most Programs)	Sep 6	Sep 5	Sep 4	Sep 2
*Thanksgiving Day Holiday	Oct 10	Oct 9	Oct 8	Oct 13
Last Day for Official Withdrawal from Fall Semester Classes	Oct 28	Oct 27	Oct 26	Oct 24
*Remembrance Day Holiday	Nov 11	Nov 13	Nov 12	Nov 11
Fall Semester Classes End	Dec 16	Dec 15	Dec 14	Dec 12
Classes end (Most Programs)	Dec 23	Dec 22	Dec 21	Dec 19
College Offices Close at 3:00 p.m.	Dec 23	Dec 22	Dec 24	Dec 24
*College Offices Closed for Christmas Break	Dec 28, 29, 30	Dec 27, 28, 29	Dec 27, 28, 31	Dec 29, 30, 31

\*All College Campuses are CLOSED on Statutory Holidays.

## The Northwest Community College Calendar

This calendar is published to give you information about courses and programs offered at NWCC. Not all courses listed will necessarily be offered in any given academic year. Please check the college timetables for specific schedules. Although every effort has been made to ensure all information is correct and complete at the time of printing, changes and revisions will occur. This calendar is not intended as a legally binding document, nor is it intended to abridge any rights or responsibilities established by law or the over-riding jurisdiction of the NWCC Board and the Ministry of Advanced Education.

Northwest Community College accepts no

responsibility in the event any class or course of instruction is either cancelled or not completed as a result of strikes, lockouts, fire, tempest or acts of God or the Queen's enemies or any other cause (whether similar or dissimilar to those enumerated) beyond the control of Northwest Community College.

The College reserves the right to change any provision or requirement at any time.

*The Calendar is a publication of the NWCC Office of the Registrar. Requests for copies are to be directed to the Registrar's Office at 250-635-6511.*

*The information contained within this publication pertains to the time period of September 2006 – April 2008.*

## Admission And Registration

### The Admission Process

There are three steps to becoming a student at NWCC:

#### 1. APPLYING FOR ADMISSION

You need to apply for admission to your program of choice and supply the required documentation necessary for admission. Use the attached Application for Admission form or apply online from our Web site at [www.nwcc.bc.ca](http://www.nwcc.bc.ca).

#### 2. REGISTRATION IN COURSES

Once you are admitted to the College and receive notification from us that you have been accepted, you need to enrol in the courses you want, following the instructions regarding registration dates contained in the letter we send. You are able to register online for many programs. Registration options will be explained to you when you receive your acceptance letter.

#### 3. PAYMENT OF FEES

Your registration is complete once full payment of your fees have been received by NWCC.

### Step 1 — Applying for Admission

To become a student at NWCC you need to apply and be accepted to a program before you enrol in your courses.

### When to Apply

For some programs with limited class size an early application will increase your chances of being accepted because most offers of admittance are made according to the "application date" (the date your complete application is received.)

### Specific Date Applications

For most programs, you apply on, or after a certain date for entry to a specific semester. If you are not accepted into the program, and wish to try again for a later date, you must re-apply.

Semester	You should apply before
Fall (September)	May 31* [March 31 for the BScN program]
Winter (January)	September 30*
Spring (May)	January 31*

*\*Some programs may reach capacity before this date. Programs with seats available may accept applications after this date, but applicants should check with Admissions before sending an application. Please note that applicants who apply after these dates, or who do not provide all the required documents by these dates, will generally be scheduled to register later than other applicants.*

### Continuous Applications

Programs with "continuous application" accept applications continuously, at any time throughout the year. Applicants are placed on a waitlist according to the date of application (provided the application is complete) and notified when a seat becomes available. The length of time you have to wait for a seat may vary greatly, depending on the program. You will not have to re-apply if you do not get a seat for the start date you preferred, but you may occasionally be asked to confirm that you remain interested in the program.

### How to Apply — Submitting

#### REQUIRED DOCUMENTS

Gather all the necessary documents for a complete application for your program.

Check the NWCC Web site for the program you are interested in to determine all the documents required for a complete application. Depending on what is required: order official transcripts for courses completed, obtain any additional application forms from Admissions, update your resumé, arrange to get letters of reference, etc. You should write any required placement tests as directed by the Admissions Office.

### ABOUT HIGH SCHOOL TRANSCRIPTS

If you are applying as a high school graduate you will have to provide NWCC with an official high school transcript showing you graduated. High school students can arrange to have their final transcripts transmitted directly from the Ministry of Education — please enquire at your school and be sure to include your BC Provincial Education Number (PEN) on your NWCC application form.

Many programs have entrance requirements that include proof of high school graduation and/or completion of high school courses. For these programs, your transcript is required as evidence that you have completed these courses.

Grade 12 students are required to submit an official transcript of any Grade 11 or 12 courses completed and interim grades for any courses in progress.

If you graduated in BC after 1974, you can contact the high school you attended for a transcript. BC high school graduates from any year can also contact the BC Ministry of Education for transcripts:

Student Certification Branch  
Ministry of Education  
P.O. Box 9886 Stn Prov Govt  
Victoria, B.C. V8Y 9T6  
Fax: (250) 356-0171

If you know your Personal Education Number (PEN), include it with your transcript request. Send (or fax) a written request with a \$10.00 fee (made out to the Minister of Finance) and make payment by certified cheque, money order, Visa, or Mastercard to the above address.

Students who graduated from a high school in another province or country should contact the Ministry or Department of Education in that province or country. In some areas, you will have to contact the high school directly.

### SUBMISSION OF POST-SECONDARY TRANSCRIPTS

If you have applied for a program that requires completion of previous post-secondary work, you must submit your official transcripts in order for your application to be considered complete.

Official transcripts are transcripts that arrive in the Admission office in a sealed envelope from the sending institution, and that include the official seal or signature of that institution. Some institutions will only mail a transcript directly to the College — be sure you order them before you apply to NWCC (so they arrive within two weeks of your application) and include a note with your application stating they are being sent directly to NWCC.

If you still have some courses in progress, provide an official transcript of all the courses completed, and proof of registration in the courses in progress. If you are accepted conditionally, pending completion of the specific course(s), you will have to provide an official transcript upon completion of the required courses.

### PLACEMENT GUIDES

Some programs require that you submit placement guide results when you apply. Read the Admission Requirements section of your program on the NWCC Web site to find out if you need any of these tests.

### TRANSFER CREDIT

Applicants or continuing students who wish to have transfer credit evaluated, must submit an Application for Transfer Credit along with official transcripts from each institution attended. Transfer credit can be useful if you have taken courses elsewhere that might be equivalent to required courses in a program, or equivalent to prerequisites for other courses you wish to take. You do not need to have all your transfer credits assessed if your plan is to transfer to and graduate from another institution, but you may want certain courses reviewed in order to meet course prerequisites at NWCC.

For further information about transferring credit, please contact an Educational Advisor. Transfer agreements in BC are detailed in the BC Transfer Guide at [www.bccat.bc.ca](http://www.bccat.bc.ca). Prior Learning Assessment (PLA) is a process that can allow you to earn credit for skills and knowledge you already possess, regardless of how and where your learning took place. For more details, contact an Educational Advisor or the coordinator of the appropriate program.

### Completing the Application for Admission Form

When you have gathered all the documentation from your previous education, complete and submit the Application for Admission form and attach the documentation required for your program. If you are currently enrolled in a prerequisite course, include proof of enrolment. Students who apply online still need to mail or bring these documents to the Admissions Office at the campus closest to their home. See back cover for campus contact information.

Indicate the program of your choice on the Application for Admission form, and if you want to apply to a second program, complete a separate form. Your application date for the second program will be based on the date the complete application for that program is received. If you are not sure what program you want to pursue, consult an Educational Advisor about course planning.

Please let the Admissions Office know if you are no longer interested in a program. Some students may wish to take courses in more than one program at a time.

### Evaluation of Applications

Once we have received your application you should expect to receive an acknowledgement letter within two to three weeks of submitting your application. Your student number will usually be included with this letter.

Your application will be checked for completeness and we will contact you regarding any missing documents or information. If there are missing requirements in your application, your application date will be changed to the date it is considered complete.

We will assess your complete application and send you a letter telling you whether you have been accepted into your chosen program. Some information regarding registration dates and procedures will be included.

For continuous application programs you may be told you have met entrance requirements but are

on a wait list, waiting for a seat to become available. If you are waitlisted you may apply to other programs in the meantime.

Your acceptance to a program may be conditional. Final acceptance will be made upon proof you have successfully completed all entrance requirements for the program (this may include an interview or orientation session). You will be given a deadline to submit this information to the Admissions Office.

For new students — once accepted you will be sent registration information and a timetable with your registration time when you can select your courses.

For continuing students — your registration dates will be announced by the Admissions Office.

### Step 2 — Registration in Courses

Congratulations, you have been accepted to NWCC. Now comes the exciting part — selecting and registering for your courses.

### Choose your Courses

You will need to know which courses to take in order to plan your schedule before you register. Students accepted into programs such as Business Administration, Social Services, etc. can choose their courses using the program outline on the Web site under their specific program. Read the NWCC Web site at [www.nwcc.bc.ca](http://www.nwcc.bc.ca) carefully for the courses required for your program and their prerequisites. You should also read the Course Description sections for details about course content and prerequisites. Course and timetable information can also be searched on the College Web site.

You can also contact Program Coordinators or Educational Advisors for more information. If you have questions, make sure you see an Educational Advisor in advance of course registration.



## Plan your Timetable

At NWCC students set up their own timetable, or they can be assisted by an Educational Advisor. You cannot register until you have selected your courses and planned a conflict-free timetable. The Fall/Winter Timetable is usually available in May, and all new students will be mailed a timetable. Continuing students can pick up a timetable at the Admissions Office or find it online at [www.nwcc.bc.ca](http://www.nwcc.bc.ca). Ensure you set up a conflict-free timetable.

Be sure you read the essential information about scheduling courses, important dates and deadlines, withdrawing from courses, waitlisting, refund policies, etc.

## Consider your Course Load

Each credit course has a credit value related to the number of hours per week you will spend in the class. For example, a three-credit course means that you will spend approximately three to six hours per week in class. Don't forget about all the reading, studying, essay writing as well that you will have to do for the class. Count on spending two to three hours outside of the class for every hour you spend in class, and plan your timetable accordingly, considering other things in your life like employment and family obligations that may impact your time.

For a three-credit course you can expect to spend an average of 8 to 10 hours per week in total on the course. For five courses (approximately 15 credits) you would spend about 30 hours per week on homework and studying, and 15 – 20 hours in class. That is a total of 45 – 50 hours per week, a little more than a full-time job!

Normally, a full-time (100% course load) student would take five courses each semester; however, for other purposes, such as financial aid, "full-time" may mean three courses or more. See an Educational Advisor for details.

Often, courses that begin in May are intensive – rather than being offered over a four-month (15 – 16 week) semester, spring semester courses usually run for 8 weeks. This means that you will

have twice the amount of class work per week, for half the number of weeks you would normally attend and therefore you should plan to take fewer courses.

## Plan Alternative Courses

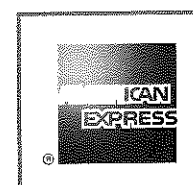
There is no guarantee that the courses you want will still have space available when you come to register. Choose alternate courses before you register. Use any lists you received from your advisor and check program outlines on the Web site to help you make your selections. Make sure you have completed all the necessary prerequisites for your alternative courses as well.

## Step 3 — Paying your Fees

Your registration is complete once full payment of your fees have been received by NWCC. The amount owing will be calculated at the time of registration and will depend on the programs and courses that you have registered for. Current fees are detailed on the NWCC Web site and due dates will be detailed in your acceptance letter.

### WAYS TO PAY YOUR FEES:

- Online using American Express, MasterCard or Visa
- Cash, cheque, American Express, MasterCard, Visa or Interac
- Sponsorship letter from sponsoring agency
- Over the phone to the local campus cashier



We welcome American Express® Cards.

## Tuition

Base level tuition fees are assessed at \$72.00 per credit or \$55.15 per week depending on the program. The College may offer additional programs at differential fee levels based on locally identified needs and demands.

## Consumable and Materials Fees

A consumable fee is added to the assessment for some courses and programs to reflect course delivery costs. These fees vary from \$13.00 per credit for laboratory courses to \$16.50 per week for Welding and Apprenticeship consumables. Details on these fees will be included with acceptance and registration information.

## Universal Additional Fees

### INFRASTRUCTURE FEE

There is an Infrastructure Fee of \$7.50 per semester that is included as \$.50 per credit or \$.48 per week in vocational programs.

### TECHNOLOGY FEE

There is a Technology Fee of \$50.00 per semester, which is included as \$3.33 per credit or \$3.12 per week in vocational programs.

### STUDENT ASSOCIATION

There is a Student Association Fee of \$29.10 per semester, which is included as \$1.94 per credit or \$1.81 per week in vocational programs.

### CANADIAN FEDERATION OF STUDENTS

There is a Canadian Federation of Students (CFS) Fee of \$7.20 per semester, which is included as \$.45 per credit or \$.43 per week in vocational programs.

### REGISTRATION FEE

There is a Registration Fee of \$25.00 assessed once per semester.

### DEPOSITS (REFUNDABLE)

Residence \$125.00

Book and Tool \$50.00 (some programs)

## LATE REGISTRATION

A \$10.00 late registration fee may be charged to any student who has been attending class without being registered. For credit based programs this will apply only after the last date for registration and course change as noted in the "Dates to Remember" section of this calendar.

## OFFICIAL TRANSCRIPTS

There is a charge of \$5.00 for each official transcript.

## PRIOR LEARNING ASSESSMENT

Credits granted by Prior Learning Assessment are assessed at 50% of regular tuition.

## REINSTATEMENT

There is a \$25.00 charge to reinstate enrolment for a student who has allowed their registration to lapse.

## Sample Tuition and Student Fees

### SEMESTER BASED PROGRAMS

Applied Coastal Ecology, Bachelor of Science in Nursing, Business Administration, Business Technology, Computer Technology, Early Childhood Education, Entrepreneurial Tourism Management, First Nations Land Stewardship, First Nations Public Administration, Practical Nursing, Social Service Worker and University Credit.

Semester Based Programs	Per Credit	18 Credits
Program Tuition, Infrastructure, Registration and Technology Fees	\$77.50	\$1,389.94
Student Association/CFS	\$ 2.39	\$ 43.02
Total		\$1,432.96

## VOCATIONAL PROGRAMS - FULL-TIME

Adult Special Education, Automotive Repair, Carpentry, Culinary Arts, Electrical, Heavy Duty / Commercial Transport, Millwright / Industrial Mechanic, Outdoor Power Equipment Technician, Process Operator and Welding.

### 16 Week Semester

Program Tuition, Infrastructure, Registration and Technology Fees	\$ 965.00
Student Association / CFS	\$ 35.84
<b>Total</b>	<b>\$1000.84</b>

## TUITION-FREE VOCATIONAL PROGRAMS - FULL-TIME

Career and College Preparation and English as a Second Language.

### 16 Week Semester

Infrastructure, Registration and Technology Fees	\$ 82.60
Student Association / CFS	\$ 35.84
<b>Total</b>	<b>\$118.44</b>

*Note: Although fees for vocational programs are calculated by the week, fees are collected on a semester basis.*

## Senior Citizens (age 65 and over)

Senior citizens are eligible for tuition-free enrolment in many NWCC courses. This exemption does not apply to any charges for materials, books or supplies that other students in the course are required to pay. Further information can be obtained from the college campus nearest you.

## International Students

International students are assessed fees at a level that offsets the cost of their training to the Provincial Government. Please contact the Registrar for information on programs available to international students and the fees levied for the current year.

## Refunds

### SEMESTER-BASED PROGRAMS (FEES CHARGED BY THE CREDIT)

1. An 80% refund of tuition and student fees will be given during the first two weeks of classes for regular semesters during the first 15 percent of compressed schedule classes.
2. Withdrawal after 14 days - NO REFUND.
3. Full refunds will be made only if the College cancels a course or if a student withdraws from a course for documented medical or bereavement reasons.

### VOCATIONAL PROGRAMS - FULL- & PART-TIME

On registration, students in vocational programs are required to pay tuition calculated in weeks to the end of the semester in which they are registered. A full refund of tuition and student fees paid for unused weeks beyond the date of completion or withdrawal will be made. There is no refund for partially used weeks of time.

### CONTINUING EDUCATION PROGRAMS & COURSES

1. Withdrawal seven calendar days prior to the first class 100% of fees less a \$10.00 administration charge.
2. Withdrawal less than seven but more than three calendar days prior to the first class 50% of fees.
3. Withdrawal three calendar days or less prior to the first class - no refund.
4. Special registration and refund policies apply to courses designated as NO REFUNDS after a set date for pre-registration. Refunds are not made after the pre-registration date unless the space can be sold to another student in which case the withdrawing student will then be refunded 100% of the fee, less a \$10.00 administration charge. Before the pre-registration date, the regular refund conditions apply.
5. Full refund will be made only if the College cancels a course or if a student withdraws from a course for documented medical or bereavement reasons before the course starts.



## Distance Education

NWCC provides students with convenient and flexible distance delivery options in the program areas of University Credit, Business Technology, College and Career Preparation, and Computer Technology. Delivery methods include online and teleconference. For information on current course offerings check out the college Web site or contact an Educational Advisor.



Prince Rupert, September intake, part-time  
 Smithers, September and January intake, part-time  
 Terrace, September and January intake, full- and part-time

Not all courses are available at all campuses. Literacy classes are self-paced and may be taken in conjunction with, or independently of, WST.

## Program Overview

The Workplace Skills Training program is an employment exploration program with a unique focus and approach. The program is based on a developmental perspective and is committed to working with adults who have special learning needs. Students are prepared for the responsibilities of independent living, as well as the demands of entry-level employment. Students will also be able to address issues that can act as barriers to employment. The Workplace Skills Training program combines in-class instruction with practical work experience, emphasizing the development or maintenance of skills, which may be used in employment situations. Students meet with faculty to discuss courses and full- or part-time attendance to best fit their needs and to set personal goals to be monitored throughout the year.

The program is offered part-time at the Smithers and Prince Rupert campus, with full- and part-time offerings at the Terrace campus. Check with an Educational Advisor for course offerings and schedules.

## Program Outline

The 9-month full-time program has two semesters with September and January intakes.

### Fall Semester

- WST 100: Personal Profile and Career Planning
- WST 101: Managing Your Money
- WST 102: Introduction to Workplace Safety
- WST 103: Developing A Positive Work Attitude: Part I
- WST 104: Basic Computer Skills
- WST 105: Survival Math \*  
(continues through Winter Semester)
- WST 107: Fieldwork Practice - Practicum I  
(continues through Winter Semester)

### Winter Semester

- WST 105: Survival Math \*  
(continued from Fall Semester)
- WST 106: Developing A Positive Work Attitude: Part II
- WST 107: Fieldwork Practice - Practicum II & III  
(continued from Fall Semester)
- WST 111: Job Search Techniques
- WST 113: Super Host
- WST 114: Developing Social Skills for Employment
- WST 115: Interpersonal Skills
- WST 116: Interacting with Others at Work
- WST 117: Rights and Responsibilities

\*Completion of WST 105 is not required to earn a Certificate.

Functional Literacy instruction is available on a part-time basis. Classes are self-paced and registration is ongoing (space permitting).

\*LIT: 100, 101, 102, 103 & Eng 010-3

Students will start at LIT 100, 101, 102 or 103 depending on skill level. Completion of LIT 103 is required to earn a Certificate.

## Career Opportunities

Entry-level jobs, various industries.

## Admission Requirements

Admission to the program is open. Students must have learning difficulties that prevent them from taking part in mainstream courses.

## Course Descriptions

### LIT 100: Literacy

This course is designed to enable non-reading adult students to acquire readiness skills for beginning to read.

*Prerequisites: None.*

### LIT 101: Literacy

The goal of this course is to introduce beginning reading and writing skills with controlled introduction to basic vocabulary. It will lay a foundation for word attack and reading/comprehension skills.

*Prerequisites: LIT 100 or equivalent skills and knowledge.*

### LIT 102: Literacy

This course is designed to expand on low beginning level skills learned in Literacy 100. Students will learn to use basic common vocabulary in context. Beginning spelling and comprehension skills will be further developed. Students will work on recognition of short vowel patterns and consonant blends. Plurals, tenses and correct use of pronouns will be introduced.

*Prerequisites: LIT 101 or equivalent skills and knowledge.*

### LIT 103: Literacy

This course is designed to expand on skills learned in Literacy 102. It will include introduction of long vowel sounds; division of words into syllable; development of word meanings from context; recognition of root word endings; practical controlled vocabulary through relevant practice with cheques, notes, letters and forms; and, development of word analysis skills which include contractions, prefixes, suffixes and compound words.

*Prerequisites: LIT 102 or equivalent skills and knowledge.*

### WST 100: Personal Profile and Career Planning

This course is designed to prepare students for employment. Students will explore and determine areas of interest, values, and preferences that clarify goals for career planning.

*Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.*

### WST 101: Managing Your Money

This module is designed to expose students to basic budgeting strategies. Students will: demonstrate awareness of personal expenses; understand the difference between essential and non-essential spending; keep records of personal spending; and prepare a personal budget using present level of spending (with assistance if necessary).

*Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.*

### WST 102: Introduction to Workplace Safety

This course is designed to increase knowledge of basic workplace safety. Students will receive modified WHMIS training.

*Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.*

### WST 103: Developing A Positive Work Attitude: Part I

This course is designed to give students an opportunity to explore general personality traits and actions that contribute to a positive work attitude.

*Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.*

### WST 104: Basic Computer Skills: Part I

This course introduces students to the basics of operating a computer. Emphasis is on word processing and what the Internet can do for you.

*Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.*

### WST 105: Survival Math

This course will provide students with an understanding of survival arithmetic skills. Topics include: number recognition, counting, single digit addition and subtraction, addition of larger numbers, working with money i.e. making change.

*Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.*

### WST 106: Developing A Positive Work Attitude: Part II

This course is designed to elaborate on the general work attitude topics discussed in WST 103. Learners will use case studies to develop knowledge of positive attitudes. Conflict resolution will also be discussed.

*Prerequisites: WST 103.*

### WST 107: Fieldwork Practice

Students will have the opportunity to practice and improve entry level work skills on three supervised practicums. The length of practicums depends on student needs. Fieldwork practice gives students the opportunity to practice and transfer classroom theory to worksites.

Practicum hours will vary according to industry and student supervision needs. (Weekly hours will vary.)

*Prerequisites: WST 100. A Criminal Record Search may be required by some worksites. Ability to use public transportation independently is preferred.*

# Adult Special Education (ASE) Workplace Skills Training

## WST 111: Job Search Techniques

This course is designed to prepare students to search for supported or competitive employment. Students will prepare resumés, demonstrate an awareness of community agencies that can assist in the job search and demonstrate an understanding of the application/interview process.

*Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.*

## WST 113: Super Host

This workshop is designed to provide WST students with the skills and knowledge they need to provide good service at their worksites. It also encourages participants to feel a sense of personal pride and commitment to their work.

*Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.*

## WST 114: Developing Social Skills For Employment

This course is designed to teach basic social skills and behaviours needed for the workplace. The relationship between social skills and social success will be emphasized.

*Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.*

## WST 115: Interpersonal Skills

This course is designed to expand on the basic social skills introduced in WST 114. Principles of interpersonal communication on the job will be the focus. The relationship between interpersonal skills and success will be emphasized.

*Prerequisites: WST 114.*

## WST 116: Interacting With Others at Work

This course is designed to allow students to explore personality types and how they affect interactions at work and in everyday life.

*Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.*

## WST 117: Rights and Responsibilities

This course is designed to encourage students to develop an awareness of the basic rights and responsibilities of all adults.

*Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.*

# Career And College Prep

Career and College Prep runs from September until late spring, and during the summer at some campuses. Classes are held in Hazelton, Houston, Kitimat, Masset, Nass, Prince Rupert, Queen Charlotte City, Stewart, Smithers, and Terrace with online options.

## Program Overview

The Career and College Prep (CCP) program provides high school level courses for adult students in an adult environment. Through this program students can complete entry requirements for university, career, technical, trades, business and many other post-secondary programs.

Students can also obtain missing high school course requirements to complete their grade 12 high school graduation or the BC Adult Graduation Diploma (Adult Dogwood), or improve their knowledge in preparation for the GED (General Educational Development) exam. These adult basic education courses will help students prepare for the work force or meet personal educational goals by improving skills in English, math, science, social studies and computer technology.

The CCP program provides prerequisite courses for entry into all post-secondary programs offered at NWCC, as well as most programs at other institutions.

## Program Outline

The CCP program has four levels. Students may earn a NWCC certificate for completing each of the first three levels and a BC Adult Graduation Diploma (Adult Dogwood) for completing the fourth. The courses and requirements for a certificate or diploma are listed below:

It is important to note that some courses may not be available at all Campuses.

## CCP FUNDAMENTAL LEVEL

CPST 020-4	Fundamental Computer Studies
EDCP 020-4	Fundamental Education and Career Planning
ENGL 010-6	Fundamental English
ENGL 020-6	Fundamental English
MATH 0201-3/0202-3	Fundamental Math

*The Fundamental Certificate requires completion of both ENGL 020 and MATH 0201/0202, or completion of ENGL 020 or MATH 0201/0202 and placement at a higher level in the other course.*

## CCP INTERMEDIATE LEVEL (GRADE 10)

CPST 030-4	Intermediate Computer Studies
EDCP 030-4	Intermediate Education and Career Planning
ENGL 030-6	Intermediate English
MATH 0301-3/0302-3	Intermediate Math
MATH 091-6	Cook Training Math

*(Not eligible for Math requirement for Intermediate Level Certificate)*

SCIE 030-6	Intermediate Science
SOSC 030-6	Intermediate Social Sciences

*The Intermediate Certificate requires completion of English and a math, plus two of the following courses at the Intermediate Level: science; social science; education and career planning or computer studies.*

## CCP ADVANCED LEVEL (GRADE 11)

BIOL 040-6	Advanced Biology
CHEM 040-6 or 0401-3/0402-3	Advanced Chemistry
CPST 040-4.5	Advanced Computer Studies
ENGL 040-6	Advanced English
ENGL 045-6	Advanced English for Careers
MATH 0401-3/0402-3	Advanced Math
MATH 045-6	Advanced Developmental Math
MATH 046-6	Advanced Business/Technical Math
PHYS 040-6	Advanced Physics
SOSC 040-6	Advanced Social Sciences

*The Advanced Certificate requires completion of an English, a math, a science or computer science or computer studies plus one option at the Advanced Level or higher.*



## CCP PROVINCIAL LEVEL (GRADE 12)

BIOL 050-6 or 050-3/0502-3	Provincial Human Biology
CHEM 050-6	Provincial Chemistry
CPST 050-4.5	Provincial Computer Studies
EDCP 050-6	Education and Career Planning
ENGL 050-6	Provincial English
ENGL 055-6	Provincial Technical English
FNST 050-6	Provincial First Nations Studies
GEOG 050-6	Provincial Geography
MATH 0501-3/0502-3	Provincial Math
MATH 053-6	Provincial Level Calculus
PHYS 050-6	Provincial Physics
SOSC 055-6	Provincial Social Psychology

The BC Adult Graduation Diploma "Adult Dogwood" requires Provincial Level English or higher, Advanced Level Mathematics or higher, three additional courses at the Provincial Level or higher, or, Advanced Social Sciences and two Provincial or higher courses.

## Career Opportunities

Most students do not need to complete a CCP Certificate or the BC Adult Graduation Diploma (Adult Dogwood) in order to achieve their career and educational goals. Many students just take the courses they require for admission to other programs.

## Admission Requirements

For entry into CCP, students must:

- be at least 18 years of age, or
- have already earned Grade 12 standing, or
- be 17 years of age and out of public school for at least one year, or
- have a written recommendation from a local high school principal; and
- meet with an NWCC Educational Advisor to ensure that they have chosen the correct courses or programs.

*Note: This program is intended for adults and is not a substitute for high school for younger students. The number of spaces available to students under 18 is limited – please contact your local College campus for details.*

## Fees and Financial Aid

Students enrolled in the Career and College Prep program are not charged tuition fees, but must pay the Student Association, Registration, Technology and Infrastructure fees.

The Adult Basic Education Student Assistance Plan (ABESAP) provides assistance for eligible CCP students. Assistance may include payment of fees plus transportation, textbook and supply costs. Check with an Educational Advisor for qualifying criteria.

## Course Descriptions

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course prerequisites and/or does not attain the required threshold on entry assessments. See the "Admission & Registration" section on the Web site for details on this policy.

### FUNDAMENTAL LEVEL

#### CPST 020-4: Fundamental Computer Studies

This course provides students with a basic knowledge of computers and computer terminology. Students have the opportunity to gain practical word processing skills. Topics include keyboarding, basic word processing, computer and disk care, basic graphics and tables, and an introduction to the Internet.

*Prerequisite:* Placement at the Fundamental Level or higher.  
*Corequisite:* English 020.

#### EDCP 020-4: Fundamental Education and Career Planning

This course facilitates students in making positive changes in their lives. Students are expected to critically examine their lives to reach their personal goals. Students meet learning outcomes by completing projects that pertain to their lives. Students analyze and discuss their decisions with support from their peers and instructor. Each participant is encouraged to use a variety of methods to attain information that he/she is most comfortable with, depending on learning style, literacy level and personality. Topics covered in class include the following: self-assessment, time management, budgeting, community resources, diversity, basic computer skills, communication, career exploration, and job search.

*Prerequisite:* Placement at the ENGL 020 reading level or higher.

#### ENGL 010-4: Fundamental English

This is designed to assist students whose literacy skills are assessed at a 4-5 level. This course focuses on basic reading and writing skills and can be used as a bridging course between literacy and English 020.

*Prerequisite:* Completion of Literacy or ESL or Placement at the ENGL 010 Level.

#### ENGL 020-6: Fundamental English

This course focuses on basic reading and writing skills. Topics include reading comprehension, word analysis, dictionary use, vocabulary, spelling, punctuation, sentence structure, library skills, study skills, computer keyboarding and word processing. Students will use the writing process to write paragraphs, summaries, letters and messages.

*Prerequisite:* Placement at the Fundamental Level.

#### MATH 020-3/0202-3: Fundamental Math

This course provides students with an understanding of the basic arithmetic skills. Topics include estimating, problem solving, whole numbers, fractions, decimals, percents, geometry, graphs and the metric system.

*Prerequisites:* Placement at the Fundamental Level.

### INTERMEDIATE LEVEL

#### CPST 030-4: Intermediate Computer Studies

The goal of this course is to introduce students to the use of the computer as a tool so that they will become more comfortable using it for assignments etc., and to prepare them for further studies at the Advanced Level.

*Prerequisite:* CPST 020 or placement at the Intermediate Level.

#### EDCP 030-4: Education and Career Planning

Students will develop skills in career exploration, job preparation (writing resumés and job interviews), communications skills, time management, study skills, interpersonal skills, problem solving and goal-setting. Upon completion of the course, students will have developed their own realistic career and education plan.

*Prerequisite:* ENGL 020 or placement in ENGL 030 or placement at the Intermediate Level.

#### ENGL 030-6: Intermediate English

The course focuses on developing reading and writing skills in preparation for careers and further education. Students will use the writing process to write paragraphs and simple essays. The reading portion of the course covers central themes, major details, inferences, critical reading, and vocabulary skills using a variety of reading materials. Other topics include library skills, study skills, introduction to the microcomputer, word processing, oral communication, group discussions, and cooperative learning skills.

*Prerequisite:* ENGL 020 or placement at the Intermediate Level.

#### MATH 0301-3/0302-3: Intermediate Math

The goal of this course is to enable students to acquire mathematical knowledge, skills, and strategies needed to enter higher level courses or to satisfy personal or career goals. Practical applications of skills are stressed. Topics include measurement, integers, ratio and proportion, percents, geometry, statistics, graphing, introduction to algebra, solving equations, applied algebra, coordinates & graphing, and trigonometry.

*Prerequisites:* MATH 0201/0202 or placement at the Intermediate Level.

#### MATH 091-6: Cook Training Math

This course will provide students with an understanding of arithmetic operations to meet the level of skills and knowledge needed to enter cook training. The course stresses the problem solving skills and applications required in the food service industry. Topics include a review of basic math fundamentals, measurement, portion control, yielding recipes, baking formulas, using a metric conversion calculator, computer applications in food service operations, recipe and food costing, menu pricing, inventory procedures and financial statements.

*Prerequisites:* MATH 0201/0202 or placement at the Intermediate Level in Mathematics.

#### SCIE 030-6: Intermediate Science

This is an entry level science course intended to give students an overview of the main topics in biology, chemistry, physics and earth sciences and to prepare them for further study in the physical sciences. Students will choose from the following topics: science and discovery, human biology, nutrition, the cell, disease, individual disabilities, drugs, introductory chemistry, reactions and equations, pesticides and fertilizers, textiles, simple machines, energy, electricity, introduction to microcomputers, and weather. This course includes a laboratory component.

*Prerequisites:* MATH 0201/0202 and ENGL 030.  
*Corequisite:* MATH 0301/0302.

#### SOSC 030-6: Intermediate Social Sciences

The objective of this course is to provide students with a greater understanding of social and political issues on a local, national and international level. Course topics include economics and people, multiculturalism, Canadian law and Canadian government.

*Prerequisite:* ENGL 020 or placement in Intermediate Level English.

## ADVANCED LEVEL

### BIOL 040-6: Advanced Ecological Biology

This course provides a general introduction to the field of biology. Topics include the methods of science, evolution, classification, the cell, an overview of the major groups of living things, and ecology. This course includes a laboratory component.

*Prerequisites:* SCIE 030 and ENGL 030.

### CHEM 040-6 or CHEM 0401-3/0402-3: Advanced Chemistry

This is an introductory chemistry course. Major topics include lab safety, measurement and matter, atomic theory, chemical names, compounds, mole concept, chemical reactions and calculations, the periodic table, bonding, gases, solutions, and organic chemistry. This course includes a laboratory component.

*Prerequisites:* MATH 0301/0302, a reading ability at the ENGL 030 level, SCIE 030 or Grade 10 Science. "Introductory Chemistry" and "Reactions and Equations" may be accepted.

### CPST 040-4.5: Advanced Computer Studies

This course provides an introduction to computers. Topics include touch typing, microcomputer care, computer applications using Microsoft Works (word processing, data base management, spreadsheets, graphing and computer communications), and computer operations. This course includes a laboratory component.

*Prerequisite:* ENGL 030.

### EDCP 050-6: Education and Career Planning

Education and Career Planning is a course designed to help students with employability readiness and life skills. The course focuses on a range of core skills that will assist students in preparing for entering (or re-entering) employment, as well as planning for educational goals within a changing and diverse world. The course is designed around six core modules which lead students from a self assessment of their present life situation to learning to take charge of their lives through goal setting and planning. Students will learn about communication skills such as conflict resolution and assertive communication. Nutrition, mental health, financial planning and study skills are also covered. In the final module, students learn about career searching strategies, how to prepare a resumé and cover letter and how to prepare for an interview. The final outcome of the course will be a series of action plans, which will outline students' career and educational goals in the form of a portfolio containing material from all six modules.

*Prerequisites:* ENGL 040 or 045 and CPST 040.

### ENGL 040-6: Advanced English

Students will develop reading and writing skills to prepare for further university and career courses. The course will focus on essay and report writing using various types of development including cause and effect, process, definition, description, comparison and contrast, narration and research, media studies and some business writing are also included. Reading comprehension, critical analysis of short stories, oral communication skills and oral presentations are also covered.

*Prerequisite:* ENGL 030 or placement at the Advanced Level.

### ENGL 045-6: Advanced English for Careers

This course is designed to prepare students for entry into vocational, career, and technical programs, or for entry directly into the work force. Students will use the writing process to write paragraphs, letters, memos, short reports, and a long formal report. Core skills in critical reading, comprehension, grammar, vocabulary and oral communication will be developed. Written assignments will be produced using a word processor. Students will participate in the critical analysis of technical reading selections, media articles and oral presentations. Interpersonal and group process skills will also be taught.

*Prerequisite:* ENGL 030 or placement at the Advanced Level.

### MATH 0401-3/0402-3: Advanced Algebra

This course is intended to prepare students to enter Provincial Level Mathematics and to provide students sufficient mathematical knowledge to satisfy Grade 11 prerequisites for vocational, career and technical programs. Topics include: solving and graphing equations and inequalities, systems of equations in two variables, polynomials, rational and radical expressions and equations, quadratic equations, relations and functions, and trigonometry.

*Prerequisites:* MATH 0301/0302 or MATH 045 or placement at the Advanced Level.

### MATH 045-6: Advanced Developmental Math

This course could be used to prepare students for MATH 0401/0402 or for other college programs requiring an advanced level math. Topics include rational numbers, radicals, polynomials, equations, analytical geometry, linear systems of equations, factoring, rational expressions and trigonometry.

*Prerequisites:* MATH 0301/0302 or placement at the Advanced Level.

### MATH 046-6: Advanced Business/Technical Math

The goal of Advanced Business/Technical Mathematics is to provide the student with practical applications useful in future vocational training, careers, or personal life. The student will complete three core topics (Operations with Real Numbers, First Degree Equations and Inequalities, and Equations and their Graphs) and must then complete four of seven optional topics (Consumer Mathematics, Finance,

Data Analysis, Measurement, Geometry, Trigonometry or Systems of Equations.) This course can be used as the math requirement for the BC Adult Graduation Diploma and advanced level certificate.

*Prerequisites:* MATH 0302 or placement at the Advanced Level.

### PHYS 040-6: Advanced Physics

The objective of this course is to introduce the student to the study of physics. Course topics include kinematics, dynamics, momentum, energy and electricity. This course includes a laboratory component.

*Prerequisites:* MATH 0301 or 0302 and SCIE 030 and ENGL 030.

*Corequisite:* MATH 0401/0402 or MATH 045.

### SOSC 040-6: Advanced Social Sciences

Social Science 040, Canada and the Contemporary World, is the equivalent of the Grade 11 social studies and is an elective course for an Adult Graduation Diploma. In this course, students will examine the major issues in Canada from 1900 to present.

*Prerequisite:* ENGL 030 or placement at the Advanced English Level.

## PROVINCIAL LEVEL

### BIOL 050-6 or BIOL 0501-3/0502-3: Provincial Human Biology

This is a human biology course intended for students who require a Provincial Level (Grade 12) standing in biology. The course includes a systematic study of human anatomy and physiology plus a section on cell structure and function, genetics and metabolic processes. This course includes a laboratory component.

*Prerequisites:* SCIE 030 and ENGL 030.

### CHEM 050-6: Provincial Chemistry

This course is intended for students who require a Provincial Level (Grade 12) standing in chemistry. Topics include reaction kinetics, equilibrium, solubility of ionic substances, acids and bases, and oxidation-reduction equations. This course includes a laboratory component.

*Prerequisites:* CHEM 0401/0402.

*Corequisite:* MATH 0401/0402 or 045.

### CPST 050-4.5: Provincial Computer Studies

This course is an option for the CCP Provincial Level Certificate. This is a computer studies application course that will help students develop problem solving and critical thinking skills using computer application software. Students will develop Desktop Publishing and Internet Skills, including writing web pages.

*Prerequisites:* CPST 040 and ENGL 030.

### ENGL 050-6: Provincial English

This course is intended for students who require a Provincial Level (Grade 12) standing in English. There are two main sections to this course: An Introduction to Canadian Literature and Research Paper Writing. Through a study of Canadian literature, students will learn the major characteristics of short stories, novels, poems and plays, and will examine and critically discuss fiction selections. Students will also complete two in-depth research papers.

*Prerequisite:* ENGL 040 or 045 or placement at the Provincial Level.

### ENGL 055-6: Provincial Technical English

This course is designed to provide a technical alternative to the current literature focus in Provincial Level English and includes readings that will be a focus for student analysis, discussion and essay writing. Students will be expected to engage themes and issues in a critical way. Important organizational aspects of written and oral development will be explored through class activities and assignments. Workplace forms of communication; letters, memos, various types of short reports, proposals, oral reports and formal reports will be discussed and practiced.

*Prerequisite:* ENGL 040 or 045 or placement at the Provincial Level.

### FNST 050-6: Provincial First Nations Studies

This course will examine First Nations peoples' cultures, values, beliefs, traditions, history, languages, and land in terms of a holistic world view. Through this perspective, the course will examine the past look at the many issues facing First Nations communities today and consider possibilities for the future.

*Prerequisite:* ENGL 11, ENGL 040 or 045 or equivalent.

### GEOG 050-6: Provincial Geography

This course involves an overview of both human geography and physical geography. Topics include population, natural resources, geophysical hazards, weathering and erosion, rocks and weather.

*Prerequisite:* ENGL 030 or placement at the Advanced English Level.

### MATH 0501-3/0502-3: Provincial Math

This course is intended for students who require a Provincial Level (Grade 12) standing in mathematics. Topics include linear, polynomial and rational functions, exponential and logarithmic functions, trigonometric functions, triangles and applications, systems of equations in three variables, conic sections and sequences and series.

*Prerequisites:* MATH 0401/0402 or placement at the Provincial Level.



### MATH 053-6: Provincial Level Calculus

Math 053 is an introductory calculus course. It is intended to provide students with a fundamental understanding of the concepts and basic ideas of differential and integral calculus with applications to real-life examples. The course is designed to ease the transition from Math 0501/0502 to 1st year University Transfer Calculus. Topics include: review of algebra, limits, rates of change, derivatives, curve sketching, integrals and applications.

*Prerequisites:* MATH 0501/0502 or Principles of Math 12.

### PHYS 050-6: Provincial Physics

This course provides students with an understanding of scientific principles and concepts, problem solving skills and laboratory practices necessary at the Grade 12 level. Topics include one and two dimensional kinematics, vectors, dynamics, circular motion, wave motion, work, power and energy, linear momentum, rotational motion, magnetism and electricity. Options may include heat, light, AC circuits or modern physics. This course includes a laboratory component.

*Prerequisites:* PHYS 040, MATH 0401/0402 and ENGL 030.

### SOSC 055-6: Provincial Social Psychology

This course is a combination of sociological and psychological theory, research and practice. For students entering the field of health, human service work, and early childhood education, or who wish to go on to more advanced sociology and/or psychology courses. Topics include psychological and sociological theory, individual and group behaviour, interpersonal communications and relationships, adult development, and abnormal behaviours.

*Prerequisites:* ENGL 040 or 045

*Corequisite:* BTEC 101.

The following options are also available at some campuses:

#### GED 091

This course will assist students in preparing to write the GED Secondary School Equivalency Certificate. Instructors will do an initial assessment to analyze strengths and weaknesses, and provide course work and instruction in areas as required. Extra support is available for math, language arts and essay writing. Practice tests are arranged to help the student determine their readiness for the exam.

*Prerequisite:* Placement at the ENGL 020 reading level or higher

#### Tutorial Secondary and Post Secondary

Tutorial courses offer support to students taking online or correspondence/distance courses. Once registered, a student can come to the college for course work support, a quiet study area and computer/internet access. Tutorial courses are included on transcripts. Marks are credit only.

*Prerequisite:* Instructor discretion

#### Selected Courses

Selected courses in math, English and computers are available for students who are picking up pieces of courses, but who do not need a full course. These courses are fit to specific learner needs. Selected courses are included on transcripts. Marks are credit only.

*Prerequisite:* Instructor discretion

#### CCP/ABE Online Courses

In today's technological world, career education options are not necessarily limited because of where you live. Many courses and programs are offered online through BC Campus. You can go directly to the BC Campus Web site at [www.bccampus.ca/Page33.aspx](http://www.bccampus.ca/Page33.aspx), or contact an Educational Advisor by calling your local NWCC campus for assistance with finding courses and developing individual online or distance programs. The college will assist you with skills and supports necessary for your success.



### General Education Development Tests (GED)

The GED test provides an opportunity for adults who did not graduate from secondary school to earn an official document stating that they have a high school equivalency standing. This standing may assist them in qualifying for better jobs, for promotion within their own organizations, and in applying for admission to post-secondary educational institutions.

Applicants must meet the following requirements at the time of application:

1. Minimum age of nineteen.
2. British Columbia residency of at least six months immediately preceding the date of application to write.
3. Out of school for at least one full academic year.

Prince Rupert (may be offered at other campuses on a rotating basis depending on funding and demand)

ESL classes are scheduled 20 hours per week in the Prince Rupert program.

ESL may be offered at other campuses at different times of the year, depending on funding and demand. Interested students should contact their local campus, or contact the Prince Rupert campus for more information.

### Program Overview

The English as a Second Language program helps students whose native language is not English to develop speaking, listening, reading, and writing skills. Program content and objectives are designed to help students acquire a comprehensive range of English language skills, and are based on individual needs of the students. For this reason, ESL lessons and assignments usually focus on skills required in real life, everyday situations in home, work and the community. The program has two basic streams, Fundamental Level ESL and Developmental Level ESL. International students are encouraged to apply and to take advantage of a true "English immersion experience" by joining our small classes and living in our small friendly communities.

Fundamental Level ESL students practice beginning level speaking and listening skills and learn basic grammar and vocabulary for situations such as shopping, going to the doctor, writing a note or making simple phone calls. Basic reading and writing practices are also included, as well as work on pronunciation skills. The students learn the language through enjoyable activities in the classroom and through field trips to numerous places in the community.

Developmental Level ESL courses help students build on their language skills by expanding their grammar and vocabulary to have longer conversations and class discussions, and practice listening skills through interviewing guest speakers, listening to music or watching videos and TV. At this level the reading and writing practice is designed to help students prepare for further academic study or job training. Advanced level students who wish to prepare for

high level English tests such as TOEFL or IELTS should advise their instructor. Test preparation classes may be offered upon demand.

### Program Outline

#### ESL Fundamental

Covers Beginner levels from 1 to 4

#### ESL Developmental

Covers Intermediate and Advanced levels

#### ESL combined with CCP

(Career and College Preparation)

Some students with advanced level speaking and listening skills may enrol in a combination of ESL and CCP courses to work on improving their academic reading and writing skills.

### Career Opportunities

ESL students are often accepted into other programs based on their success in the ESL program.

### Admission Requirements

After completing an assessment interview or simple assessment test, ESL students are placed into the appropriate classes where they can work with students studying at a similar level. No TOEFL score is required to enrol in the ESL program.

### Fees

ELSA Tuition-Free Classes (for new immigrants and refugees.)

The ELSA (English Language Services for Adults) program offers special tuition-free ESL programs for newly arrived immigrants and refugees. Canadian citizens who have not had the chance to study English before are also eligible to apply. Even though there is no tuition for these classes, students must still pay a student fee, but it is very affordable.

These classes are dependent on funding and may not always be offered. Students should contact their local college and ask if an ELSA class is available.

The ACE program is offered at the Prince Rupert campus, and has intake periods in September and January. Students may attend full- or part-time.

### Program Overview

This applied biological program leads to a Certificate or Diploma in various specialization areas. Each specialization is highly practical, balancing classroom theory with field applications, to allow students to apply their knowledge to real world situations. The program is designed to deliver employment skills and further educational opportunities for its graduates.

### Program Outline

The program allows students to choose their major area of specialization by selecting from the following paths:

#### FISHERIES AND MARICULTURE STEWARDSHIP

This program is especially designed to serve the needs of rural First Nations Communities. Many of its courses will be delivered in a short modularized format. It will prepare students with the skills and certification required to work as Hatchery Technicians, Mariculture Technicians, Field Fisheries Technicians, Fisheries Observers, DFO Field Technicians, and more.

*Entry Requirement: English 10 or ENGL 030 and Principles of Math 10 or MATH 0301/0302.*

#### COASTAL RESOURCES TECHNOLOGY

This program delivers a combination of hands-on training and education in the fundamental principles of coastal ecosystems in order to prepare students with a well-rounded ability to manage the primary natural resources found in coastal environments including: Coastal Forests, Wildlife, Freshwater Ecosystems and Marine Ecosystems

*Entry Requirement: Biology 11 or BIOL 040, English 11 or ENGL 040 and Principles of Math 11 or MATH 0401/0402. Chemistry 11 or CHEM 040 recommended.*

#### ENVIRONMENTAL MONITORING

The Environmental Monitoring program provides training in the methods and principles of measuring and monitoring coastal ecosystems covering the atmosphere (air), the hydrosphere (water-based ecosystems), the lithosphere (soil) and the biosphere (living organisms).

On the coast, major high impact industries including Oil and Gas, Mariculture, Container Port Development, Mining and Manufacturing require intensive environmental monitoring. There is a growing need for environmental practitioners with the ability to measure, monitor and report on the impacts of these activities, as well as to prescribe remedial measures to help reverse or mitigate their impacts.

*Entry Requirement: Biology 11 or BIOL 040, Chemistry 11 or CHEM 040, English 11 or ENGL 040 and Principles of Math 11.*

## Career Opportunities

Students will gain the knowledge and practical skills to acquire employment with any of a large variety of employers including Environmental Organizations, Federal Government (i.e. Fisheries and Oceans Canada and others), Provincial Government, Environmental Consulting Firms, First Nations Governments, Government-funded Programs, Mariculture and Forestry Industries, Eco-tourism and International Development projects.

## Admission Requirements

Entrance requirements are specified under each specialization above. Applicants who may not have the specific courses listed for the specialization they are interested in are encouraged to discuss their qualifications with an Educational Advisor.

## Course Descriptions

### ACE 100-4.0: Outdoor Safety and Certification

This course offers several certifiable and non-certifiable safety training modules necessary for effective and safe employment in outdoor occupations. Topics may include Scuba Diving certification, First Aid Level 1 and 2, Swift Water Rescue, Pleasure Craft Operator's Certification, WHMIS, Chainsaw Safety, Firearms Acquisition Certification, Radio Operator Certification and others.

*Prerequisite:* None.

*Corequisite:* One course in the ACE Program.

### ACE 102-2.0: Traditional Ecological Knowledge

Based on a sensitive approach and mutual support for the course learning outcomes this course will be based on visits to local First Nations communities interlaced with short introductory lectures in the classroom. During the visits, students will learn about traditional seafood harvesting and preparation techniques, traditional fisheries management and social systems. All presentations will be in the form of lectures by elders or in question and answer format in an interactive group setting. Students will gain a better understanding of the significance of traditional ecological knowledge and its application and see several First Nations communities.

*Prerequisites:* English 10 or ENGL 030

### ACE 104-1.0: Bear Education and Safety

Students will be introduced to the life history, behavior and ecology of black bears and grizzly bears in the coastal environment. Students will learn how to reduce their risks when working or recreating in bear country and acquire the knowledge and skills to know how to avoid bear/human conflicts. This course will enable students to assess the risks and take the appropriate action when they encounter a bear in the wild.

*Prerequisites:* English 10 or ENGL 030 and Principles of Math 10 or MATH 0301/0302.

### ACE 106-1.0: Shorekeepers: Monitoring Intertidal Habitat

Students will be introduced to the methodologies of monitoring intertidal zone habitats. Physical substrate characteristics and biological features will be used to define and map the intertidal zone. Students will learn to identify plant and animal species found in the intertidal zone and determine species diversity and abundance.

*Prerequisites:* English 10 or ENGL 030 and Principles of Math 10 or MATH 0301/0302

### ACE 120-1.0: Fisheries Management and Regulations

This lecture-based course focuses on the base foundation of Federal/Provincial/Territorial and First Nations (Nisga'a) governing bodies and their relationships to the management, regulation and enforcement of the fishing industry. Topics covered include the management of all regulated fish and mammal species of BC including tidal/non-tidal fishing boundaries, openings and closures, case law studies, acts, regulations and by-laws governing fisheries and influences on fish and fish habitat. These influences reflect Forestry, Mining, Oil and Gas Exploration, Parks and Recreation, and Tourism. Case studies respecting impacts from these influences are discussed and practical applications are applied respecting investigative and legal processes into violations of breaches and infringement of legislation.

*Prerequisites:* English 11 or ENGL 040 or 045

### ACE 122-1.0: Marine and Coastal Policy and Planning

This course will cover a range of global to local marine and coastal policy and planning issues. It will help students understand the legal context within which the natural resources of the coast are managed. This course would be useful for both those entering technology level positions and those aiming for managerial positions.

*Prerequisites:* English 11 or ENGL 040 or 045

### ACE 126-1.0: Conflict Resolution

This course will use lectures and practical exercises to present contemporary conflict resolution theory and to teach skills necessary to understand and deal effectively with conflict in today's natural resource workplaces. Topics covered include dynamics of conflict, personal approaches to conflict resolution, communication skills, cross-cultural dimensions of conflict, dealing with anger, and the dynamics of power. Students will develop an awareness of their own particular approaches to conflict and acquire skills and knowledge necessary to work collaboratively in interpersonal and workplace conflict resolution and problem solving.

*Prerequisites:* English 11 or ENGL 040 or 045

### ACE 130-1.0: Shellfish ID and Enumeration

This course focuses on shellfish identification, testing techniques and life cycles of shellfish (mollusks, crustaceans and echinoderms).

*Prerequisites:* English 10 or ENGL 030 and Principles of Math 10 or MATH 0301/0302

### ACE 132-1.0: ID of Groundfish and Other Non-salmonid Fishes of the Northwest Pacific

This course focuses on the identification, life cycles, distribution, behavior patterns, enumeration and sampling techniques of herring and groundfish.

*Prerequisites:* English 10 or ENGL 030 and Principles of Math 10 or MATH 0301/0302

### ACE 134-3.0: Salmon ID, Life Cycles, Newest Research & Hatchery Project

The course will introduce biology, physiology, life cycle and migration characteristics, identification traits and hatchery techniques for all Pacific salmon species at all life stages in detail while mentioning characteristics of non-Pacific salmon species on the side. Students will apply their theoretical knowledge during juvenile identification field trips and a hatchery project. Students will be responsible for the successful incubation and raising of their own batch of juvenile salmon. All aspects of hatchery operation, management and field work will be taught in a local hatchery and surrounding streams in collaboration with an experienced hatchery manager.

*Prerequisites:* English 10 or ENGL 030 and Principles of Math 10 or MATH 0301/0302

### ACE 140-1.5: Estimating Aquatic Populations

Students will be introduced to the techniques and methodologies relevant to the estimation of aquatic animal populations. Topics will include methods of counting and capturing aquatic animals for study, tagging equipment technologies, removal and recapturing methods for estimating populations and passive quadrat sampling.

*Prerequisites:* English 11 or ENGL 040 or 045 and Principles of Math 11 or MATH 0401/0402 or ACE 150

### ACE 142-1.5: Coastal Forest Measurements

This course introduces natural resources and data collection skills used to monitor and assess the health and vigor of coastal forests. Students will learn the methodologies of forest resource inventories and understand the importance of sustained yield and integrated resource management. Students will conduct silviculture plantability and free to grow surveys that assess the fulfillment of reforestation obligations.

*Prerequisites:* English 11 or ENGL 040 or 045 and Principles of Math 11 or MATH 0401/0402 or ACE 150

### ACE 150-3.0: Applied Technical Math

The purpose of this course is to equip students with the practical mathematical skills used in the resource technology field. Students will learn to apply mathematics to situations and problems that arise in the everyday activities of a resource technologist.

*Prerequisites:* Principles of Math 10 or MATH 0301/0302, *Corequisite:* Principles of Math 11 or MATH 0401/0402

### ACE 152-2.0: Map and Aerial Photo Interpretation

This course introduces the student to basic drafting techniques and mapping skills including map reading, air photo interpretation, the use of marine charts and course plotting. Topics covered include, reading and interpreting forest cover and other land-based maps, stereoscopic viewing and interpretation of air photos and marine charts and nautical measurements.

*Prerequisite:* Principles of Math 10 or MATH 0301/0302 *Corequisite:* Math 11 or MATH 0401/0402



## ACE 154-2.0: Surveying

This introductory surveying course provides the student with skills in compassing, distance and slope measuring, profile and differential levelling, conducting closed and open traverses and area determination. Familiarizations with various survey equipment include use and care of magnetic compasses, levels, clinometers and various distance-measuring instruments. Basic surveying will draw upon the student's knowledge of algebra, geometry, trigonometry and drafting skills. The objective of the course will be to provide as much "hands-on" experience with the survey equipment as possible while maintaining an appropriate amount of time with survey theory and methods. Field exercises will be based on actual survey procedures used in the natural resource field in industry and government. The appropriate selection of survey equipment to complete various data collection objectives will be discussed.

*Prerequisite:* Principles of Math 10 or MATH 0301/0302,  
*Corequisite:* Principles of Math 11 or MATH 0401/0402

## ACE 160-1.0: Solid Waste Management

The course will give a theoretical and on-site introduction into municipal solid waste management practices. Canadian municipalities are implementing customized programs for minimization, reuse, recovery and recycling of waste. Innovative and environmentally-sound Canadian solutions to collect, treat and dispose of solid waste are being employed internationally. Technologies such as raw material substitution, computer optimization and process redesign can reduce, reuse, recycle and recover wastes in industrial processes and will be discussed. The course will also introduce concepts such as incineration, solidification and stabilization, as well as destruction of bio-hazardous and nuclear waste and persistent organic pollutants.

*Prerequisites:* English 11 or ENGL 040 or 045, Biology 11 or BIOL 040

## ACE 162-1.0: Wastewater Treatment Standards and Procedures

The course will give a theoretical and on-site introduction to multi-stage treatment process of municipal and industrial wastewater according to the Canadian Environmental Protection Act and the Fisheries Act. Students will visit municipal and industrial wastewater treatment managers in the north coast area. Newest wastewater treatment technologies as well as wastewater prevention strategies will be presented and discussed.

*Prerequisites:* English 11 or ENGL 040 or 045, Biology 11 or BIOL 040

## ACE 164-1.0: Drinking Water Treatment Standards and Procedures

The course will give a theoretical and on-site introduction into municipal water treatment technologies. It will explain the standards and management practices accepted in Canada, outline the treatment facility operator certification process, water quality testing and standards, treatment requirements, the lab accreditation process and residential water treatment devices. Half of the course hours will be spent on site visits and discussions with water treatment facility operators. Implication of drinking water quality for communal and individual health will be covered as an additional topic of importance.

*Prerequisites:* English 11 or ENGL 040 or 045, Biology 11 or BIOL 040

## ACE 166-1.0: Sampling Methods

This course will introduce students to the sampling standards as outlined in the British Columbia Field Sampling Manual For Continuous Monitoring Plus the Collection of Air, Air-Emission, Water, Wastewater, Soil, Sediment and Biological Samples, 1996 Edition, or an updated version. Course participants will follow the manual to collect samples in the field and will be made aware of the important details that can easily render a sample unusable or add bias to results.

*Prerequisites:* English 11 or ENGL 040 or 045, Biology 11 or BIOL 040

## ACE 170-2.0: Introduction to Mariculture Species and Techniques

The course introduces global mariculture species, techniques, economics, trends and markets in general techniques but will be especially directed toward detailed understanding of mollusk and seaweed mariculture on BC's coast. Topics covered will range from intensive, extensive, and semi-intensive aquaculture in the ocean, life cycles of aquaculture species, characteristics which make a good aquaculture organism, economic and logistical feasibility and latest trends. Old and new and emerging finfish species and their culture, new echinoderm culture techniques phyto and zoo plankton culture and the currently emerging mollusk culture and its resource management implications on BC's north coast will be covered in depth.

*Prerequisites:* English 10 or ENGL 030 and Principles of Math 10 or MATH 0301/0302

## ACE 172-2.0: Mariculture Project

This course will allow students to apply the knowledge gained from the introductory mariculture course (ACE 170) to a project. The project will require individual or groups of students to design and plan a mariculture project of their choice on BC's coast or inland. Components required will be an overall project plan, an economic feasibility study based on a template, collection of physical copies of all permits required to start the project, the construction of a functional model of a project detail and well documented background research. During the last session, students introduce their project in a presentation to the class and other interested audience.

*Prerequisites:* ACE 170

## ACE 174-4.0: British Columbia Wildlife Identification

This course focuses on the identification of British Columbia vertebrates in Class Mammalia, Aves, Reptilia and Amphibia. Students will learn the morphology and physical characteristics of the orders and families in each class. Students will also learn to recognize species and identify them to their family and order through the examination of their skulls and physical attributes. Students will understand each species' habitat requirements and preferences.

*Prerequisite:* English 11 or 040 or ENGL 045  
*Corequisite:* Biology 11 or BIOL 040

## ACE 176-4.0: Wildlife Habitat and Population Management

This course will provide students with an in depth understanding of wildlife in relation to land, water and people. Students will gain knowledge of the laws and regulations that maintain and enhance the health and diversity of British Columbia's wildlife. Students will be introduced to characteristics of wildlife populations, special habitat attributes, and habitat management practices for big game animals, small mammals, waterfowl, shore and upland birds, non-game animals and marine mammals. Students will learn techniques of collecting population and biological data on various wildlife populations.

*Prerequisite:* English 11 or ENGL 040 or 045 and  
Principles of Math 10 or MATH 0301/0302  
*Corequisite:* Biology 11 or BIOL 040

## ACE 180-3.0: Stream Habitat Assessment

This course introduces the methodologies of conducting a fish and fish habitat assessment on stream ecosystems. Students will learn to provide information regarding fish species characteristics, distributions and relative abundance, as well as stream reach biophysical data for interpretation of habitat sensitivity and capability for fish production. Students will also learn how to sample for fish presence, collect data on stream habitat characteristics and gain an in-depth understanding of the stream habitat requirements for salmonid species.

*Prerequisite:* English 11 or ENGL 040 or 045 and  
Principles of Math 10 or MATH 0301/0302

## ACE 181-3.0: Stream Habitat Restoration

Students will be introduced to the natural processes and resource development activities that can affect stream ecosystems and learn to recognize signs of habitat degradation. Students will also learn techniques used to prevent and control damage of stream habitats and gain skills in improving and restoring stream ecosystems.

*Prerequisite:* English 11 or ENGL 040 or 045 and  
Principles of Math 10 or MATH 0301/0302

## ACE 190-4.0: Temperate Rainforest Ecology

This course focuses on the ecology of the north coast temperate rainforest. It introduces the concepts of dendrology, emphasizing tree, shrub and plant growth and identification at the species level; soil classification and interpretation; biogeoclimatic ecosystem classification; and holistic forest management (i.e. fish, wildlife, and forest interactions and the management issues surrounding these resources). This course provides vital skills and understanding of the terrestrial component of the coastal environment.

*Prerequisite:* English 11 or ENGL 040 or 045, Biology 11 or BIOL 040

## ACE 192-4.0: Environmental Impact Assessment

This course examines the conceptual framework and practice of EIA, and the application of those ideas in the ancient coastal marine and forest ecosystems of British Columbia and the Pacific Northwest. Environmental impact statements related to specific examples such as, Clayoquot Sound and the Spotted Owl, will be considered to see how the ideals of EIA have been translated into practice. The aim of the course is to help students develop an appreciation of the techniques, mechanisms and limitations of EIA and ultimately to help students distinguish between a good and a bad EIA, contribute to the former, and challenge the latter.

*Prerequisite:* English 11 or ENGL 040 or 045, Biology 11 or BIOL 040

## ACE 194-2.0: Environmental Site Assessment

This course will help participants to complete an environmental assessment (EA) that meets requirements of the Canadian Environmental Assessment Act. The course will deepen the understanding of environmental assessment concepts, principles and definitions. Prepare for managing effective environmental assessments, including: identifying and predicting environmental effects, scoping, involving the public, mitigating environmental effects, evaluating significance and reporting EA findings and enhance the understanding of environmental assessment decision making. In a hands-on approach, interactive exercises, short presentations, group discussions, and case-studies an EA will be completed in a team setting.

*Prerequisites: English 11 or ENGL 040 or 045*

## ACE 200-4.0: Applied Proposal Writing and Project Planning

The course will introduce the basic elements, tricks and real-life application of proposal writing on the example of one project per student. Projects will be chosen in collaboration with local government agencies or not-for-profit organizations. All students will be expected to write and submit their proposal to a funding agency and be prepared to initiate the resulting project for the collaborating organization. Students will develop a project idea, gather information, formulate needs, objectives and goals, develop a detailed budget and develop project implementation and evaluation plans within realistic timelines in a team approach. All project plans will be visualized through the use of GANTT charts and an introduction to MS Project software. Local project planners and proposal evaluators will be invited to report on their professional experiences in class.

*Prerequisites: English 11 or ENGL 040 or 045*

The program begins in September of each year and is offered at the Terrace campus.

## Program Overview

### NORTHERN COLLABORATIVE BACCALAUREATE NURSING PROGRAM (NCBNP):

This program is offered collaboratively with Northwest Community College (NWCC), the College of New Caledonia (CNC), the University of Northern British Columbia (UNBC), and Northern Health, and provides entry into the nursing profession. The integrated program of studies leads to a Bachelor of Science in Nursing (BScN), awarded by UNBC. Graduates are eligible to write the Canadian Registered Nurse Examination and to apply for registration with the College of Registered Nurses of British Columbia (CRNBC) after passing the exams.

### STATEMENT OF NURSING

Nursing is a professional practice discipline which offers a valuable service to the public by working with individuals, families, groups, and communities to develop and implement strategies to meet health care needs. Caring is a central and dominant feature of nursing.

Nursing: a) considers the physical, psychological, social, environmental, and spiritual domains of clients; b) requires cultural sensitivity; and c) collaborates with clients, other health care providers and the community. Nursing is based on knowledge and skills developed in its own and related disciplines. Nursing knowledge is developed through research and other methods. Nursing advocates for a health care system that: a) emphasizes health promotion and illness prevention; b) is based on practical, affordable, manageable, and culturally acceptable care and technology; and c) is available for all clients in a universal, equitable manner.

## Program Outline

Nursing courses will normally be restricted to students admitted into the BScN program, unless otherwise specified in a course description. Not all courses in the Calendar are offered every semester or academic year. Admission to the BScN program does not guarantee registration in any specific course; early registration is advised.

Northern Collaborative Baccalaureate Nursing program: Consists of 134 credits with required credits in nursing. In order to meet the graduation requirements for a BScN, the student must successfully complete the following courses.

### 100 LEVEL

ANTH 102	Introduction to Social and Cultural Anthropology
BIOL 131	Human Anatomy and Physiology I
<i>at NWCC or equivalent</i>	
BIOL 132	Human Anatomy and Physiology II
<i>at NWCC or equivalent</i>	
BIOL 133	Applied Microbiology
<i>at NWCC or equivalent</i>	
NURS 101	The Art and Science of Nursing
NURS 102	Communications Theory and Practice
PSYC 101	Introductory Psychology I
<i>or equivalent</i>	

*Electives: Three 100 level 3 credit University Transfer courses (one must be First Nations and one Humanities)*

### 200 LEVEL

BIOL 220	Pathophysiology
BIOL 221	Pharmacology
BIOL 222	Human Nutrition
MATH 131	Introduction to Statistics
<i>or equivalent at UNBC</i>	
NURS 201	Introduction to Health Assessment
NURS 203	Health Promotion in Families
NURS 205	Introduction to First Nations Health
NURS 210	Nursing Practice with the Adult
NURS 211	Clinical Practicum: Adult
NURS 220	Extended Clinical Practicum

*Elective: Two 200 level 3 credit University Credit courses and one 300 level 3 credit University Credit course (one must be nursing focused.)*

## Bachelor of Science in Nursing (BScN)

Third and fourth year courses will be taken at the Terrace campus of UNBC – see their Web site at [www.unbc.ca/nursing/collaborative.html](http://www.unbc.ca/nursing/collaborative.html) for course descriptions.

### 300 LEVEL

NURS 306  
NURS 308  
NURS 310  
NURS 311  
NURS 312  
NURS 313  
NURS 315  
NURS 316  
NURS 320

### 400 LEVEL

NURS 403  
NURS 408  
NURS 415  
NURS 416  
POLI 403

At least one of the following areas of clinical focus:

- both NURS 420 and NURS 440 or
- both NURS 422 and NURS 441 or
- both NURS 424 and NURS 442 or
- both NURS 426 and NURS443

### Career Opportunities

The demand for nurses in all areas of hospitals and ambulatory settings is strong and will continue to be in the foreseeable future. Increasingly, nurses can also be found in the community focusing on health promotion, education and illness prevention. For those individuals who are self-directed or who enjoy the challenge of independent practice, nurses can work in the North and abroad with international health organizations.

Today, the opportunities for nurses are practically unlimited. Nurses are respected professionals and are valued members of the health care team.

### Admission Requirements

The admission criteria and general requirements set out in the Admissions content of this Calendar are applicable in this section. Additional admission requirements to the nursing program follow.

Northern Collaborative Baccalaureate Nursing Program: Admission is based on academic qualifications and available space. Priority will be

given to students who meet admission criteria and apply by the deadline of March 31st. Applications received after the deadline may be reviewed based on available space in the program.

Individuals who apply by March 31st and who will complete secondary school graduation requirements by the end of June will not be disadvantaged by this deadline.

Applicants from BC and Yukon secondary schools must:

- Meet UNBC admission requirements, and
- Have completed Math 11, English 12, Biology 12, and Chemistry 12 with a minimum "C+" (65%) in each course

Other applicants must:

- Meet UNBC admission requirements, and
- Have completed the equivalent of Math 11, English 12, Biology 12, and Chemistry 12 with a minimum "C+" (65%) in each course
- Self-identified Aboriginal applicants who meet or exceed the minimum requirements for admission to the program will be given priority for up to twenty percent (20%) of the first year seats for the NCBNP.

Prerequisite equivalency options should be discussed with an NWCC Educational Advisor or the Nursing Program Coordinator.

Basic word processing skills are highly recommended for all applicants.

### ACADEMIC POLICIES FOR NURSING STUDENTS

Health Assessment, Immunization, and CPR Certification

All students accepted into the undergraduate nursing program will be sent documentation and information regarding health status and immunization policies. Prior to registration in courses, all students must submit:

- A health assessment completed and signed by a physician within 12 months prior to the commencement of course work which testifies that the applicant is able to undertake nursing studies, including clinical practica

## Bachelor of Science in Nursing (BScN)

- Evidence of current immunization status for diphtheria, tetanus, poliomyelitis, measles, mumps, and rubella; Mantoux test (PPD) for tuberculosis and Hepatitis B and Varicella

- Documentation of CPR certification, level C, which must be maintained throughout the program

### STUDENT PROFESSIONAL MEMBERSHIP

BScN students are required to become student members of the CRNBC, the cost of which will be the responsibility of the student. In addition to membership benefits, this requirement will provide student malpractice insurance.

### CRIMINAL RECORDS SEARCH

BScN students are required to undergo a criminal records search during the course of study in the program, the cost of which will be the responsibility of the student.

### Program Costs

Costs associated with study in the BScN program are the responsibility of the individual student, including transportation costs and any expenses involved in academic studies, lab, and clinical practica. Students will be required to complete clinical experiences at sites other than Terrace. Provision for all travel, accommodation, and living expenses associated with required clinical practise is the sole responsibility of the student.

### Qualification For Degree

It is the responsibility of the student to ensure that his/her degree requirements are met. Graduation requirements are found in the Regulations and Policies section of the UNBC Calendar. To fulfill the requirements of graduation, the student must:

- Attain a minimum cumulative GPA of 2.33 (C+) on courses for credit toward the degree
- Obtain a minimum passing grade of 2.0 (C) in all nursing courses for credit toward the degree

- Complete all requirements for the BScN program within eight years of admission into the program or from the first nursing course used for credit toward the degree.

### Transfer Credit

Transfer credit and/or advanced standing may be awarded for course work completed at other recognized institutions. All transfer credit for course work taken prior to admission to the BScN program will be evaluated at the request of the student, and applied at the time of initial registration in the program. Once admitted to the nursing program, students' course work taken in other institutions for transfer credit toward the degree requires a letter of permission prior to registration in the course.

### NORTHERN COLLABORATIVE BACCALAUREATE NURSING PROGRAM:

The total transfer credit awarded on the basis of acceptable work completed at other recognized institutions may not exceed 60 credit hours. Nursing courses must have been completed within the five years prior to admission to be eligible for transfer credit into the nursing program.

### Academic Performance

The student is subject to all policies and regulations of the institution(s) where they are registered for courses. In matters related to academic appeals and academic dishonesty, students are subject to the policies and rules of the institution where they are registered for courses. Issues related to progression through the program, such as probation, are governed by UNBC guidelines on academic standing and continuance.

Students may repeat a nursing course once. Students who fail a required nursing course twice are required to withdraw from the program.



## Standards of Professional Conduct

All students are expected to abide by professional standards as set forth in the CRNBC. Standards for Registered Nursing Practise in BC and the Canadian Nurses Association (CNA) Code of Ethics. Violation of professional standards may result in suspension or dismissal from the program or the educational institution.

## Course Descriptions

*The following nursing courses are required in the first two years of the NCBNP taken at NWCC. All four years of the program will be available in Terrace. Check NWCC Web Site for course prerequisites.*

### ANTH 102-3.0: Introduction to Social and Cultural Anthropology

With a global and comparative perspective the course will study a variety of customs and beliefs of indigenous people. Specific topics will include rituals, kinship, politics, economics, mythology, art and religion. (3,0,0)

### BIOL 131-3.0: Human Anatomy and Physiology I

Examination of the principals of biology with reference to the human body. The structural organization of the body starting with cells and tissues proceeding to the major body systems including nervous, muscle, skeletal, and integumentary system is examined. (3,3,0)

### BIOL 132-3.0: Human Anatomy and Physiology II

Continuation of BIOL 131. Examination of the principles of biology with reference to the human body. The course examines the physiology of the body including the functions and regulations of the cardiovascular, endocrine, lymphatic, nervous and reproductive systems, and how these systems interact to maintain homeostasis, levels of metabolism and primary functions of the human body. (3,3,0)

*Prerequisite: BIOL 131.*

### BIOL 133-3.0: Applied Microbiology

The course covers the biology involved in the study of microorganisms and their relation to human health and disease. The topics include bacteria, fungi, algae, protozoa and helminthes as well as viruses and disease causing prions. Microbial genetics, recombinant DNA and biotechnological applications are examined. The epidemiology of disease and the role of the immune system and antibiotic drug therapy will be emphasized. Microbial diseases affecting all major human organs and tissues are covered. The lecture course is accompanied by a weekly 3-hour laboratory course exposing students to modern techniques of microbial and cellular/molecular Biology. (3,3,0)

### BIOL 220-3.0: Pathophysiology

This is an introductory course to human pathophysiology. The basic principles of human disease processes are reviewed. Fundamentals of cell biology, inflammation, the immune system and cancer biology are covered. Diseases caused by genetic defects and developmental aberrations are discussed. The specific part covers diseases of all major organ systems of the human body: Blood, the cardiovascular and lymphatic systems, respiratory, gastrointestinal, urogenital, and endocrine systems. Diseases of the skin, bone, muscle and of the eyes and ears complete the pathophysiological survey. This course will prepare the student to make a more informed connection between the subjects of anatomy, physiology and pharmacology. (3,0,0)

*Prerequisites: BIOL 131, 132 & 133*

### BIOL 221-3.0: Pharmacology for Nurses

This is an introductory course of pharmacology. Students will study the principle of drug interaction. Basic principles of pharmacokinetics and mechanisms of drug action are examined. Specific coverage will include drugs affecting the nervous system such as local anesthetics, muscle relaxants, autonomous nervous system-acting drugs, opioids, sedatives, anti-psychotics and anti-depressants. Compounds altering lipid metabolism, cardiovascular function and inflammatory/allergic reactions are covered. Medications affecting the function of major endocrine systems and chemotherapeutics are introduced. For all these drug groups the mechanism of their action and therapeutic application is studied, including possible side effects, toxicities and drug interaction. (3,0,0)

*Prerequisite or Corequisite: BIOL 220*

### BIOL 222-3.0: Human Nutrition

This is an introductory course to human nutrition. The basic principles of human physiological processes are reviewed as far as they relate to nutrition. This includes an overview of carbohydrate, lipid and protein metabolism. The water and fat-soluble vitamins and their role in metabolism are examined. The mechanisms and nutritional aspects of water, electrolyte and mineral balances are covered. Integration of these basic concepts are applied in the study of energy balance, weight control and its relation to physical exercise. Special topics include alcohol, food additives, eating disorders, pregnancy and breast feeding; nutrition for infancy and adolescence, food preservation and safety. (3,0,0)

### MATH 131-3.0: Introduction to Statistics

Introduction to statistical methods. Persons completing the course will develop an understanding of the methods of statistics and facility with basic statistical techniques. Topics presented include descriptive statistics, probability and probability distributions, hypothesis testing, regression and correlation, analysis of variance and non-parametric statistics.

### NURS 101-3: The Art and Science of Nursing

Introduces the beginning student to the dimensions of nursing practise and to individuals accessing health care. Through group and individual learning activities the student is introduced to concepts, practises, issues, and trends in nursing and health care. Observational experience with a health care practitioner is incorporated. (3,0,0)

*Prerequisite: None*

### NURS 102-3.0: Communication Theory and Practice

This course provides a foundation in therapeutic communication in nursing practice. Communication skills are fundamental in any helping relationship to facilitate the health and well-being of clients. Attitudes, values, and personal and professional philosophies are reflected in communication and affect the therapeutic nature of relationships.

Topics will include theories and models of interpersonal communication, verbal and non-verbal communication, and the art of effective communication including authentic presencing, empathy, opening space, and assertive interactions. The effect of developmental stages on interpersonal relationships will be addressed including helping relationships and communication with First Nations and other cultural groups. (2,2,0)

*Prerequisite: None*

### NURS 201-4: Introduction to Health Assessment

Provides the basis to gather a health history and to assess the functioning of individuals through the proper use of physical examination techniques. Psychosocial and cultural assessment is included. The emphasis is on recognition and identification of normal findings. (3,2,0)

*Prerequisites: All 100 level nursing courses; BIOL 131 & BIOL 132 at NWCC or equivalent*

### NURS 203-3: Health Promotion in Families

Introduces theory related to families across the lifespan within the context of primary health care in the North. Emphasis is on family assessment skills and working in partnership with families in the development of health promotion and illness and injury prevention strategies. Holistic care of families during transitions such as normal childbearing, child rearing, and caring for an elderly parent is included. (3,0,0)

*Prerequisites or Corequisites: NURS 101, NURS 102, BIOL 131 & BIOL132 at NWCC*

### NURS 205-3.0: Introduction to First Nations Health

Provides an overview of First Nations health, factors influencing health status, and issues arising from Northern and remote living. Historical events and their impact on health are introduced. Current barriers to health, along with culturally sensitive nursing implications, are explored. (3,0,0)

*Prerequisite or Corequisite: ANTH 102 or equivalent*

### NURS 210-3.0: Nursing Practice with the Adult

Examines principles and practices of nursing adults with health problems. Focus is on the application of knowledge in planning nursing care of clients requiring medical and surgical intervention. Holistic health care of individuals is highlighted. (3,0,0)

*Prerequisites or Corequisites: NURS 201, BIOL 220, NURS 203, BIOL 222, BIOL 221*

### NURS 211-5.0: Clinical Practicum: Adult

Enables the student to apply previously learned theory and skills in practice and acquire basic psychomotor skills needed to provide nursing care. This course provides the opportunity to care for the adult with health problems requiring hospitalization. The course includes laboratory instruction in psychomotor skills necessary to provide nursing care. (0,2,12)

*Prerequisite or Corequisite: BIOL 220, NURS 210*

### NURS 220-5.0: Extended Clinical Practicum I

Provides the opportunity for consolidated clinical nursing practice with adults who have health problems. This course builds on previous clinical practice with the adult and will occur in various settings in northern BC. (0,0,32.5)

*Prerequisites: NURS 205 and 211*

### PSYC 101-3.0: Introductory Psychology I

This course surveys models and theories relevant to the various sub-areas of psychology by examining the research psychologists have done and are doing. Specific topics this semester include perspectives and methods, biology of behaviour, human development, sensation, perception, consciousness, and conditioning and learning. The classes include lectures, structured experiences, discussions and audiovisual presentations. (3,0,0)

The Business Administration Program starts in September the day following Labour Day at the Prince Rupert and Terrace campuses.

Program Overview

The Business Administration program provides students with a wide range of educational opportunities and prepares students to pursue a range of careers in fields such as accounting and financial management, banking, insurance, purchasing, entrepreneurship, marketing, tourism, government, not-for-profit and international business.

Begin with the one-year certificate, complete the two-year diploma and continue into a degree program. Courses taken in the Business Administration program at NWCC "ladder" directly into the third year level of degree programs at various universities and university/colleges, can be used as credit towards many professional management organizations, and transfer to professional accounting associations including CA, CGA, and CMA.

Students can also obtain a degree at NWCC. In partnership with Athabasca University (AU), NWCC Business Administration diploma graduates can earn AU's 3-year Bachelor of General Studies Degree by completing an additional 10-12 Business Administration and University Credit courses – which can be done at NWCC's Terrace or Prince Rupert campus.

The Business Administration Program curriculum provides access to theoretical training and practical experience in all functional areas of business and helps students develop the knowledge and skills necessary to deal with the continually changing needs of business. Students develop essential skills and knowledge in business by completing the one year certificate foundation courses covering the theory and practices of management, marketing, accounting, economics, business law, computer applications, communications, and financial mathematics. Students may then specialize in the second year with concentration courses that provide a more in-depth coverage of financial accounting, management accounting, human resources

management, industrial relations, business statistics, management information systems, marketing, international business, and finance.

Small class sizes allow instructors to engage students in an active learning environment that works to provide an intensive, high-quality business education.

Program Outline

The Business Administration program consists of a one-year certificate and a two-year diploma program with concentrations in Accounting, First Nations Public Administration, General Management, International Business, or Tourism Management. There is also an optional co-operative work term.

BUSINESS ADMINISTRATION  
FIRST YEAR CERTIFICATE

10 courses, two 4 month semesters

ACCT 150-3	Financial Accounting I
BADM 170-6	Co-op Work Term I (Optional)
BCPT 150-3	Business Computers
BENG 150-3	Business Communications
BLAW 152-3	Business Law or
FNPA 103-3	Aboriginal and Commercial Law
COOP 100-2	Co-op Work Orientation (Optional)
ECON 150-3	Microeconomics
ECON 151-3	Macroeconomics
MARK 150-3	Introduction to Marketing
MATH 150-3	Mathematics of Finance
MGMT 150-3	Introduction to Management

Plus One Business Administration elective. (See comprehensive list of electives.)

Students wishing to take the Accounting Concentration Diploma in Year 2 must take ACCT 151 as an elective.

BUSINESS ADMINISTRATION DIPLOMA  
SECOND YEAR CONCENTRATIONS

10 courses, two 4-month semesters

Accounting Concentration

Completion of Business Administration Certificate and the following:

ACCT 250-3	Intermediate Financial Accounting I
ACCT 251-3	Intermediate Financial Accounting II
ACCT 252-3	Management Accounting I
ACCT 253-3	Management Accounting II
BADM 270-6	Co-op Work Term II (Optional)
BFIN 250-3	Business Finance I
BFIN 251-3	Business Finance II
BSIM 250-3	Business Management Simulation or
BPOL 250-3	Business Policy
MATH 251-3	Statistics
MGMT 251-3	Organizational Behaviour

Plus one elective from the following courses:

ACCT 254-3	Auditing
BCPT 250-3	Accounting Information Systems
ECOM 250-3	Electronic Commerce
INTB 200-3	International Business
MGMT 201-3	Entrepreneurship
MGMT 255-3	Human Resource Management
TAXN 250-3	Income Tax

General Management Concentration

Completion of Business Administration Certificate and the following:

ACCT 252-3	Management Accounting I
BFIN 250-3	Business Finance I
BSIM 250-3	Business Management Simulation or
BPOL 250-3	Business Policy
MGMT 251-3	Organizational Behaviour

Plus six additional Business Administration electives (See comprehensive list of electives.)

International Business Concentration

Completion of Business Administration Certificate and the following:

ACCT 252-3	Management Accounting I
BFIN 250-3	Business Finance I
BSIM 250-3	Business Management Simulation or
BPOL 250-3	Business Policy
INTB 200-3	International Business
INTB 201-3	International Marketing
INTB 202-3	International Management
INTB 203-3	International Human Resource Management

MGMT 251-3 Organizational Behaviour

Plus two additional Business Administration electives (See comprehensive list of electives.)

Tourism Management Concentration

Completion of Business Administration Certificate and the following:

ACCT 252-3	Management Accounting I
BFIN 250-3	Business Finance I
BSIM 250-3	Business Management Simulation or
BPOL 250-3	Business Policy
MARK 252-3	Tourism Marketing
MGMT 201-3	Entrepreneurship
MGMT 251-3	Organizational Behaviour

Plus three Tourism Management electives:

TOUR 101-3	Introduction to Tourism
TOUR 102-3	Hotel, Motel, Resort Management
TOUR 103-3	Tourism Events and Festivals
TOUR 104-3	Cultural and Heritage Tourism Management
TOUR 201-3	Cross Cultural Behaviour in Tourism
TOUR 202-3	Ecotourism

Plus one Business Administration elective (See comprehensive list of electives.)

First Nations Public Administration Concentration

Completion of Business Administration Certificate and the following:

ACCT 252-3	Management Accounting I
BFIN 250-3	Business Finance I
BSIM 250-3	Business Management Simulation or
BPOL 250-3	Business Policy
FNPA 101-3	First Nations & Canadian Government
FNPA 102-3	Leadership and Strategic Management
FNPA 104-3	Internal and External Communications
MGMT 251-3	Organizational Behaviour
MGMT 255-3	Human Resource Management

Plus two Business Administration electives (See comprehensive list of electives.)

## Comprehensive List of Electives

Please note: Not all second year electives listed below are available at both campuses. To obtain specific course offerings contact the Business Administration Coordinator.

ACCT 151-3	Financial Accounting II
ACCT 250-3	Intermediate Financial Accounting I
ACCT 251-3	Intermediate Financial Accounting II
ACCT 254-3	Auditing
BCPT 154-3	Computerized Accounting Systems
BCPT 250-3	Accounting Information Systems
BFIN 251-3	Business Finance II
BPOL 250-3	Business Policy
ECOM 250-3	Electronic Commerce
ECOM 251-3	Internet Marketing
FNPA 101-3	First Nations & Canadian Government
FNPA 102-3	Leadership and Strategic Management
FNPA 104-3	Internal and External Communications
INTB 200-3	International Business
INTB 201-3	International Marketing
INTB 202-3	International Management
INTB 203-3	International Human Resource Management
MARK 251-3	Advertising
MARK 252-3	Tourism Marketing
MARK 253-3	Effective Selling
MATH 251-3	Statistics
MGMT 252-3	Credit and Collections
MGMT 201-3	Entrepreneurship
MGMT 253-3	Labour Relations
MGMT 254-3	Operations Management
MGMT 255-3	Human Resource Management
MGMT 260-3	Applied Management Studies
TAXN 250-3	Income Tax
TOUR 101-3	Introduction to Tourism
TOUR 102-3	Hotel, Motel, Resort Management
TOUR 103-3	Tourism Events and Festivals
TOUR 104-3	Cultural and Heritage Tourism Management
TOUR 201-3	Cross Cultural Behaviour in Tourism
TOUR 202-3	Ecotourism

## Career Opportunities

In addition to the myriad of educational opportunities that exist for Business Administration Certificate and Diploma holders another major advantage of the program is the flexibility of employment opportunities available to graduates. Past experience has demonstrated that graduates with aptitude and ability have a wide range of employment possibilities.

Almost any type and size of organization is a possible employer, including business firms, accounting firms, self-employment, government, and not-for-profit organizations. There is a significant demand for people who are proficient in business skills. This program allows students to acquire the education necessary to meet these specific needs.

## Admission Requirements

English 12 or NWCC ENGL 050 or 055 and Principles of Math 11, Applications of Math 12 or NWCC MATH 0401/0402.

Prospective students who do not meet the program prerequisites are encouraged to talk to the program coordinator as they may be considered for admission based on other criteria.

*Note: Students planning to transfer to university or enter into professional accounting programs should have Math 12. All Bachelor of Commerce programs in B.C. have a Calculus graduation requirement.*

## Course Descriptions

### ACCT 150-3.0: Financial Accounting I

Concerned with basic methodology and logic; recording transactions and maintaining books of account for service and merchandising concerns; preparation and interpretation of financial statements; recording; reconciling and valuing of cash, accounts receivable, inventory, plant and equipment.

Prerequisites: ENGL 050, 055 or English 12, Math 11 or AM 12, PM 11 or MATH 0401/0402.

### ACCT 151-3.0: Financial Accounting II

Concerned with interpretation of income measurement and valuation problems with regard to sources and uses of invested capital. Topics include preparation of financial statements for the various types of business operations, introduction to financial reporting analysis and interpretation for management purposes and preparation of payroll.

Prerequisites: ACCT 150.

### ACCT 250-3.0: Intermediate Financial Accounting I

Emphasis is on theory, concepts and analysis of problems that arise in the application of financial accounting. The majority of the course will analyze current monetary assets, inventories and current liabilities.

Prerequisites: ACCT 151 and MATH 150.

### ACCT 251-3.0: Intermediate Financial Accounting II

The analysis of valuation and cost allocation issues with regard to long-term investments, plant and equipment acquisition and retirement, intangible assets, and the reporting of long-term liabilities are included. Study of the Shareholder Equity section – types of shares, dividends, stock rights, warrants, preparation of Statement of Cash Flows and an analysis and interpretation of accounting reports will be studied. Accounting for income taxes, pensions and leases will be considered.

Prerequisite: ACCT 250.

### ACCT 252-3.0: Management Accounting I

Cost accounting as applicable to manufacturing and non-manufacturing sectors is discussed. Specific areas of study include: job order costing and analysis, costing procedures, cost-volume-profit analysis, budget preparation, standard cost systems, variance analysis, and cost analysis for managerial decision making.

Prerequisites: ACCT 150 and MATH 150.

### ACCT 253-3.0: Management Accounting II

This course investigates a number of significant topics in cost accounting, including transfer pricing, divisional performance evaluation, accounting for joint products and by-products, inventory accounting for spoilage and scrap, process and variable costing, and how to apply Cost Accounting techniques in the not-for-profit sector of business.

Prerequisite: ACCT 252.

### ACCT 254-3.0: Auditing

Basic internal auditing procedures plus internal control features are covered. Audit program, statutory audits, the audit routine is applied to cash, inventory, accounts receivable, sales, fixed and other assets, accounts payable, purchases, income and other taxes and expenses, specialized audit procedures.

Prerequisites: ACCT 151

### BADM 170-6.0 Co-op Work Term I

### BADM 270-6.0: Co-op Work Term II

### BCPT 150-3.0: Business Computers

Provides a practical hands-on introduction to the operation and common business applications of the microcomputer. Computer capabilities and limitations, terminology, an overview of computer hardware and software are discussed. Specific business application software: windows-based operating system, word processing, databases, with an emphasis on spreadsheet applications.

Prerequisites: ENGL 050, 055 or English 12, Math 11 or AM 12, PM 11 or MATH 0401/0402.

### BCPT 154-3.0: Computerized Accounting Systems

A hands-on application course, which introduces business students to, computerized accounting and advanced spreadsheet software applications.

Prerequisites: BCPT 150 and ACCT 150 or BTEC 220/225.

### BCPT 250-3.0: Accounting Information Systems

This course highlights the characteristics and design of successful information systems and the impact of these systems on the organizations. The role of information systems in decision making and systems modeling is emphasized.

Prerequisites: ACCT 151, BCPT 150.

### BENG 150-3.0: Business Communications

The student will develop expertise in the communication skills, both written and oral, and an awareness of the protocol used in business.

Prerequisites: ENGL 050, 055 or English 12



## BFIN 250-3.0: Business Finance I

An introduction to the functions of the financial manager within a corporate setting. Topics include: the Canadian financial environment, forms of business organizations and taxation, suppliers and users of capital, capital markets, financial forecasting and planning, financial statement analysis, time value of money, valuation of financial instruments, working capital management, short-term financing, relationship between risk and return.

*Prerequisites:* ACCT 151 and MATH 150.

## BFIN 251-3.0: Business Finance II

An in-depth study of the corporate financial function. Decisions within varying conditions of certainty and uncertainty, capital budgeting and forecasting, long-term financing and corporate securities, issuance of securities, weighted average cost of capital, dividend policy, lease financing compared to long-term borrowing.

*Prerequisites:* ACCT 151, MATH 251 and BFIN 250.

## BLAW 152-3.0: Business Law

An introduction to the general principles of law relating to contract and tort. Specific contracts to be considered include agency, assignment, bailment, employment, negotiable instruments, and sale of goods. Some aspects of the law relating to real property, different forms of business organizations, personal and intellectual property and insurance are also discussed.

*Prerequisites:* ENGL 050, 055 or English 12, Math 11 or AM 12, PM 11 or MATH 0401/0402.

## BSIM 250-3.0: Business Management Simulation

This course is intended to provide students with an opportunity to manage a business. Students will work in teams to operate a large industrial company through four or five simulated years of its business life. Decisions made by the management team will have both immediate and deferred consequences. Your company will be competing against others in your class to simulate a challenging and competitive business environment.

*Prerequisites:* Completion of Business Administration Certificate requirements.

## BPOL 250-3.0: Business Policy

The primary objective of this course is to illustrate to the student that success in business is a function of addressing a range of business issues. Through the use of the case approach, and with the development of a strategic management process, students will become skilled at planning for the future, evaluating the effectiveness of the business, developing a strategic action plan, and implementing plans. This course is to be considered the capstone course of the 2-year General Management Option in the Business Administration Diploma program.

*Prerequisites:* Completion of Year I, plus 15 – 2nd year credits.

## CO-OP 100-2.0: Co-op Work Orientation

This course, in a workshop format, involves students in role plays, seminars and practical assignments that prepare them to obtain suitable employment. The course provides students with advice on interpersonal skills that will contribute to effectiveness on the job.

*Prerequisites:* Registered full time in first year of relevant program.

## ECOM 250-3.0: Electronic Commerce

This course will examine the impact of these emerging technologies on how we conduct business in a wired world. Topics include: the Internet and the Web, software, security threats to electronic commerce, electronic payment systems, strategies for marketing, sales and promotion, purchasing, logistics and support activities, and other current topics.

*Prerequisites:* MARK 150, MGMT 150, BCPT 150

## ECOM 251-3.0: Internet Marketing

In the past few years the Internet has gone through several phases, from obscurity through hype, all the way to being a simple fact of life today. Almost as soon as the Internet was privatized, marketers staked their turf and sought to use the medium to further the goals of their firms in various ways. Internet Marketing discusses many of those same nuts and bolts, but places them in the context of marketing strategy, consumer behaviour, advertising, and the other business topics that make marketing different than computer programming.

*Prerequisites:* MARK 150 with ECOM 250 recommended.

## ECON 150-3.0: Microeconomics

A career-oriented course using a practical approach to the study of the principles of microeconomics. Topics covered will include supply and demand, resource allocation and economic issues.

*Prerequisites:* ENGL 050, 055 or English 12, Math 11 or AM 12, PM 11 or MATH 0401/0402.

## ECON 151-3.0: Macroeconomics

The course emphasizes the practical approach to the study of aggregate concepts in economics. Topics include national income, money and banking, fiscal policy, monetary policy, inflation, employment, international trade and public policy.

*Prerequisites:* ENGL 050, 055 or English 12, Math 11 or AM 12, PM 11 or MATH 0401/0402.

## FNPA 101-3.0: First Nations and Canadian Government

In this course students will study both the foundation and structures of the Canadian government system and fundamental aspects of First Nations governance systems. Particular attention will be paid in the Canadian government structure – political and bureaucratic – to those areas relating to aboriginal peoples such as pertinent areas in the Constitution Act, the Department of Indian Affairs, the Indian Act, BC provincial ministries and municipal government. The course will also consider aboriginal governance by taking a case study approach to examples in Northwest BC including hereditary systems and self-government practices.

*Prerequisites:* English 12, ENGL 050 or 055 and the applicants to the program must provide a letter from a First Nations organization granting them permission to use the organization for case studies, applied research, etc.

## FNPA 102-3.0: Leadership and Strategic Management

This course is intended to increase the leadership and management skills of students who have worked in First Nations organizations or in remote rural community organizations. Starting with a review of the fundamentals of management, students will then conduct an analysis of leadership styles and then study the practice of management in areas such as problem solving, planning, strategic management, motivation, teamwork and organizational change. Case studies specific to First Nations organizations in remote rural areas will form an important component of the course work.

*Prerequisites:* English 12, ENGL 050 or 055 and the applicants to the program must provide a letter from a First Nations organization granting them permission to use the organization for case studies, applied research, etc.

## FNPA 103-3.0: Aboriginal and Commercial Law

An introduction to the general principles of commercial law especially as it relates to First Nations interests. Commercial law will be discussed in the context of on-reserve and off-reserve initiatives and joint ventures. Application of recent court decisions on aboriginal cases and how they relate to commercial development will also be reviewed.

The course is not designed to turn you into a lawyer or to teach you to resolve all your organization's legal problems. You should, however, by understanding the legal principles presented in this course, become aware of approaching commercial legal pitfalls and be alerted to situations in which it is essential for your organization to consult a lawyer. Review of First Nations commercial law case studies will also provide ideas regarding approaches First Nations have taken to commercial development.

*Prerequisites:* English 12, ENGL 050 or 055 and the applicants to the program must provide a letter from a First Nations organization granting them permission to use the organization for case studies, applied research, etc.

## FNPA 104-3.0: External and Internal Communications

This course explores both external and internal communication strategies, and the related implementation skills, from a remote, rural northern community perspective using a case-study approach. The internal part of the course focuses on ways and means of improving communication of political, social, cultural and economic information at the grassroots level. Traditional and contemporary methods for communicating information will be explored. Community-based information strategies, organization and delivery requirements will be identified and discussed. The focus of the external part of the course will be effectively communicating an indigenous message and perspective through mass media avenues. Once students gain an understanding of how mass media operates, they will move on to acquiring skills pertinent to attracting mass media coverage, organizing mass media around a crisis event, developing relationships with those employed in mass media, and creating a structure to deal with mass media within First Nations government administrations.

*Prerequisites:* English 12, ENGL 050 or 055 and the applicants to the program must provide a letter from a First Nations organization granting them permission to use the organization for case studies, applied research, etc.

## INTB 200-3.0: International Business

This course is designed to provide students with a mixture of theoretical and practical knowledge relating to international business and trade. The practical aspects focus on Pacific Rim and European countries. The course will explore international creative processes; copy, layout media – newspapers, radio, TV, magazine, direct mail, outdoor, public relations; overall strategies and campaigns.

*Prerequisites:* ECON 150/151 or ECON 111/112

## INTB 201-3.0: International Marketing

This course will focus on practical methods of international market development that entails methods of searching out and securing market opportunities and sources of supply. Methods of market development will progress from techniques securing an agent through branch-plant development. There will be a heavy emphasis on market research techniques and recognition of cultural differences. Students will be introduced to transportation methods and costing, the fundamentals of trade related financial tools and services and the roles of governments to encourage/guide trade. Focus will be on Pacific Rim countries. Both import and export techniques will be covered.

*Prerequisites:* MARK 150.

**INTB 202-3.0: International Management**

An analysis of international business as it relates to specialized fields with specific topics added on a regular basis to reflect changing global issues, faculty interests and availability. Topics will vary on a yearly basis, and thus students should consult with the Faculty of Business Administration for current offerings.

*Prerequisite: MGMT 150.*

**INTB 203-3.0: International Human Resource Management**

This course focuses on contemporary issues in international human resource management (IHRM). This topic is considered in the context of strategic business objectives, culture and complex forms of organizations such as strategic alliances or international joint ventures. Learning will occur through class discussions, active involvement in case analyses and presentations, and a group project both theoretical and practical implications for IHRM will be considered.

*Prerequisites: MGMT 150.*

**MARK 150-3.0: Introduction to Marketing**

An introduction to marketing principles and management focusing on the problems of the marketing manager in the measurement of marketing opportunities and the allocation of marketing efforts. Emphasis is on decision-making in a marketing context.

*Prerequisites: ENGL 050, 055 or English 12, Math 11 or AM 12, PM 11 or Math 0401/0402.*

**MARK 251-3.0: Advertising**

The student will gain an understanding of how advertising fits into the marketing milieu: advertising philosophy and purpose, organization of the advertising function; advertising agencies.

*Prerequisite: MARK 150.*

**MARK 252-3.0: Tourism Marketing**

Participants will learn about tourist expectations and the impact of marketing the tourism product. They will gain an appreciation of the concept of pricing and the costs, revenues and profits that are considered when pricing tourism products. They will understand guest service as the key element of success in the tourism enterprise, and the importance of their own role in creating and promoting the service attitude in their daily work with staff and guests. Participants working in non-public-contact roles will appreciate the importance of their support in meeting the operation's service objectives.

*Prerequisites: MARK 150.*

**MARK 253-3.0: Effective Selling**

This course focuses on the theoretical and practical techniques associated with the selling of goods and services to consumer and industrial markets. Course emphasis will be on applying learned presentation skills and persuasive communication strategies in the person selling process.

*Prerequisites: MARK 150.*

**MATH 150-3.0: Mathematics of Finance**

The course will provide the student with the skills necessary to solve common, practical business problems that employ the mathematics of finance. Topics covered include simple interest, installment plan financing, amortization, general annuities and bonds. Emphasis on practical problem-solving in business rather than theoretical derivations.

*Prerequisites: ENGL 050, 055 or English 12, Math 11 or AM 12, PM 11 or Math 0401/0402.*

**MATH 251-3.0: Statistics**

A basic statistics course for students who have no prior knowledge of the field. The emphasis of the course is on business applications of statistical methods; but students in other disciplines will find it relevant and useful. Topics include how to describe data, making decisions under uncertainty, analysis of statistical data and making predictions based on statistical data.

*Prerequisites: MATH 150.*

**MGMT 150-3.0: Introduction to Management**

This course is an introduction to contemporary management functions. Management theories and their practical applications are examined.

*Prerequisites: ENGL 050, 055 or English 12, Math 11 or AM 12, PM 11 or Math 0401/0402.*

**MGMT 201-3.0: Entrepreneurship**

Provides an appreciation of the requirements for success in an entrepreneurial career and an understanding of dynamics of start-up and venture development. The development of a business plan and case analysis of operational situations form the core of this course.

*Prerequisites: ACCT 150 and MARK 150.*

**MGMT 251-3.0: Organizational Behaviour**

An examination of the behaviour of people in organizations and small groups. The focus of attention will be on communications, motivation, leadership, group processes, structure, organization change, conflict, power and authority.

*Prerequisites: MGMT 150.*

**MGMT 252-3.0: Credit and Collections**

A study of the fundamental functions of a consumer credit department. Attention is given to the legal environment, credit instruments and collateral, credit investigations, collections and the management function.

*Prerequisites: ACCT 150 and MATH 150.*

**MGMT 253-3.0: Labour Relations**

This course studies the history and present system of trade unionism, collective bargaining, contract interpretation and labour relations law. This course is intended to be practical so the latter half of the course is dedicated to cases and a major contract negotiation simulation.

*Prerequisites: MGMT 150.*

**MGMT 254-3.0: Operations Management**

To survey the production function in business with specific emphasis on the operation of production systems. The course covers decision-making, capacity planning, aggregate planning, forecasting, inventory management, distribution planning, scheduling, facilities layout and quality control.

*Prerequisites: MGMT 150, MATH 251.*

**MGMT 255-3.0: Human Resource Management**

The intent of this course is to provide an overview of human resource management in an organizational setting. Specific areas to be addressed include: human behaviour in organizations, personnel planning, job analysis and evaluation, staff recruitment and development, performance evaluation, compensation administration and fringe benefits.

*Prerequisites: MGMT 150.*

**MGMT 260-3.0: Applied Management Studies**

An integrative course allowing participants to apply business principles and skills to a practical business situation. The course will integrate the varied disciplines in business including accounting and finance, marketing, operations, economics, forecasting and management philosophies through a comprehensive project.

*Prerequisites: Completion of year one plus 12 second-year credits.*

**TAXN 250-3.0: Income Tax**

An introductory course in Canadian income tax covering: the computation of income from employment, from business and from property, including capital gains and losses, as well as capital cost allowances; computation of taxable income for individuals, partnerships and corporations.

*Prerequisites: ACCT 151.*

**TOUR 101-3.0: Introduction to Tourism**

This course provides an overview of the tourism industry, examines the interrelationships between the eight sectors and the economic, environmental, cultural and social impact of tourism.

*Prerequisite: ENGL 050, 055 or English 12*

**TOUR 102-3.0: Hotel, Motel, Resort Management**

This course outlines the major aspects of Hotel, Motel, Resort Management and Operations with particular emphasis on our tourism opportunities. The major topic areas include: types of hotel, motel and resorts, history of hospitality industry, hotel structure and staff, reservations, sales and marketing, front office, housekeeping, engineering, and food and beverage operations.

*Prerequisite: ENGL 050, 055 or English 12*

**TOUR 103-3.0: Tourism Events and Festivals**

This course outlines the major aspects of planning and organizing special events and festivals, with a focus on local and regional tourism opportunities. The major topics include: introduction to event management, concept and design, feasibility, marketing, promotion and financial management aspects.

*Prerequisite: ENGL 050, 055 or English 12*

**TOUR 104-3.0: Cultural and Heritage Tourism Management**

This course outlines the major aspects of cultural and heritage tourism with emphasis on the North Coast Region of British Columbia. It examines a number of the cultural and heritage venues in the region – from a past, present and future perspective. The program will explore natural heritage settings, partnership development in world heritage sites, heritage interpretation, planning in built heritage landscapes, collaboration and cooperation, heritage marketing, and principles of sustainable heritage tourism development.

*Prerequisite: ENGL 050, 055 or English 12*

**TOUR 201-3.0: Cross Cultural Behaviour in Tourism**

This course outlines the major aspects of the Cross Cultural aspects of tourism with particular emphasis on our cultural tourism opportunities here in the Northwest region. The major topic areas include: Concepts of Cross Cultural Tourism, Social Contact, Values, Rules of Social Interaction, Perception, Satisfaction Levels, and Methods for Cross Cultural Analysis in Tourism.

*Prerequisites: ENGL 050, 055 or English 12*

**TOUR 202-3.0: Ecotourism**

This course outlines the major aspects of ecotourism with particular emphasis on local and regional tourism opportunities. The major topic areas include: Sustainable Ecotourism, the Eco in Tourism, Building Partnerships, Marketing your Venture.

*Prerequisites: ENGL 050, 055 or English 12*

The Business Technology program has two program delivery options: in-class at Terrace campus or online.

Terrace in-class: September start, full-time and part-time

Online learning is offered throughout the college region and accepts students on a continuous basis, allowing students to create a personalized schedule.

## Program Overview

The Business Technology program prepares students for general and specialized administrative support positions in a variety of business and office settings.

There are three certificate options for students to choose from.

The **Office Assistant Certificate** provides students with up-to-date skills in current office software and procedures, business communications and human relations training. This certificate can be taken in the classroom in Terrace or online.

The **Office Assistant Certificate** courses form the core of the Business Technology program and are required to advance to either of the other two certificate program options, the **Accounting Specialty Certificate** (online only) and the **Word Processing Specialty Certificate** (in-class at Terrace Campus). Graduates of the two specialty options will have the advanced skills specifically required for success in their chosen field.

Online learning offers flexibility to those students who wish to complete college courses from their homes/offices or who are unable to attend classes in person. This program delivery method is designed to serve the needs of full- and part-time learners, and upon completion learners will receive the Office Assistant Certificate and/or the Accounting Certificate.

## Program Outline

Each certificate prepares students with job-ready skills. They can be completed through five months of full-time study, or completed part-time through the online delivery option (note: this does not apply to the Word Processing certificate.)

### OFFICE ASSISTANT CERTIFICATE (in-class and online)

*Note: Students wanting to complete the Word Processing Specialty Certificate must obtain this certificate first.*

BTEC 101-0	E-Learner Success
BTEC 111-1.5	Keyboarding Speed I
BTEC 121-1.5	Introduction to Computers and the Internet
BTEC 126-1.5	Database
BTEC 131-1.5	Word Processing Level I
BTEC 136-1.5	Administrative Procedures
BTEC 151-3	Business English
BTEC 166-1	Introduction to Presentations
BTEC 171-1	Human Relations for Career and Personal Success
BTEC 177-1	Job Search Techniques
BTEC 181-1	Filing Systems and Management
BTEC 191-1.5	Business Calculators and Mathematics
BTEC 286-1	Keyboarding Speed Level II (optional)

### WORD PROCESSING SPECIALTY (in-class only, in Terrace)

*Students will need to have obtained the Office Assistant Certificate and complete the following:*

BTEC 221-2	Accounting I
BTEC 236-1.5	Word Processing Level II
BTEC 240-1.5	Word Processing Simulation
BTEC 251-2	Business Communication
BTEC 273-1.5	Electronic Spreadsheets
BTEC 285-1	Keyboarding Speed IV (55 nwpm)
BTEC 288-1.5	Office Suite Projects
BTEC 290-3	Fieldwork

### ACCOUNTING SPECIALTY (online delivery only)

BTEC 101-0	E-Learner Success
BTEC 221-2	Accounting I
BTEC 226-3	Accounting II
BTEC 251-2	Business Communications
BTEC 273-1.5	Electronic Spreadsheets
BTEC 274-1.5	Advanced Electronic Spreadsheets
BTEC 281-2.5	Computerized Accounting

## GENERAL OFFICE CLERK CERTIFICATE PROGRAM

(Not offered every year)

This program offers a curriculum modified to meet the needs of students with learning difficulties. Students receive support as necessary while participating in the program that develops specific entry-level, work-ready skills. This program focuses on transferable generic skills such as learning how to learn, basic academic skills, technology literacy, teamwork skills, problem solving skills and general office skills. Please see the Program Coordinator or Educational Advisor for further information.

## Career Opportunities

A wide variety of careers, general and specialized administrative support positions in business and institutional offices exist for graduates of these certificate programs. For those entering the business world, starting their own business or updating office skills the programs provide basic to advanced office, business and technical skills training which can be applied in a variety of business settings. As well, students will be well prepared to start their own home-based or small business.

## Admission Requirements

Math 10 Essentials or MATH 0301/0302 and English 10 or ENGL 030 or GED or satisfactory performance on the CAT III Assessment Test.

Students will be given credit for prior learning obtained in high school, CCP, or other formal or informal learning.

## Course Descriptions

### BTEC 101-0.0 (15 hours) E-Learner Success

This course is designed to introduce the learner to the skills necessary to be a successful learner in the online environment. Upon completion of the course the learner will: create, send, and reply to e-mails; use basic internet skills; access WebCT; use the bulletin board and chat in WebCT.

*Prerequisite: None*

### BTEC 111-1.5: (45 hours) Keyboarding Speed I (30 nwpm)

This course provides the learner with the necessary techniques to keyboard accurately at a minimum of 30 nwpm in a five minute timing using the alpha and numeric keyboard. Keyboarding accuracy is a valuable skill for all. You do not need to be a student of Business Technology to take this course; however, this course or the equivalent skill is essential for those interested in an office career and a prerequisite for subsequent computer courses where keyboarding is required.

*Prerequisite: BTEC 101.*

### BTEC 121 - 1.5 (50 hours) Introduction to Computers and the Internet

This course is designed to give the learner a basic introduction to the Internet, computers and an operating system. Learners will learn essential terms and concepts, file and disk management for Windows and the Web browser.

*Prerequisite: BTEC 101.*

### BTEC 126 - 1.5 (50 hours) Database

This course introduces you to the Microsoft Access 2003 database management system. It will focus on planning, designing, and creating a database to meet the information management needs of today's workplace. You will learn terminology, database concepts and features of relational databases. You will use various commands and features to create tables, queries, forms and reports. You will enter data, work with calculations, extract information, generate and print reports.

*Prerequisites: BTEC 101 and BTEC 121 or equivalent.*

### BTEC 131-1.5: (50 hours) Word Processing Level I

Word Processing Level I is designed to teach the learner the basic functions of a word processing program as well as how to properly format documents such as letters and memoranda. Although you will be required to use Microsoft Word 2003 to complete this course, many of the skills you will obtain are generic and can be transferred to most word processing packages.

*Prerequisite: BTEC 111*



**BTEC 136-1.5: (40 hours) Administrative Procedures**

The dynamic office of today requires that office workers demonstrate the ability to communicate effectively, think critically, apply problem-solving skills and work effectively with other members of the office team. The rapid pace of change in the office of today demands that office workers have the ability to develop new skills and understand new processes as jobs evolve. In this course, students will master essential organizational skills and develop efficient office practices in preparation for entry into the contemporary office.

*Prerequisites: BTEC 101, BTEC 151 and BTEC 131*

**BTEC 151-3.0: (90 hours) Business English**

This course focuses on correct English usage in a business environment and provides a comprehensive review of grammar, punctuation and style, as well as business spelling and vocabulary development. The course materials are presented in small, easily manageable learning segments.

*Prerequisite: BTEC 101 and BTEC 111*

**BTEC 166-1.0: (30 hours) Introduction to Presentations**

Using PowerPoint 2003 Presentation software, students will apply appropriate design concepts to present data and information in a colourful and well-organized format. Students will learn how to use design templates, apply various attributes and include a variety of objects to create, modify, save and deliver presentations.

*Prerequisite: BTEC 101 and BTEC 121*

**BTEC 171-1.0: (30 hours) Human Relations for Career and Personal Success**

This course concentrates on personal and professional development skills needed by workers in today's workplace. These skills include self-examinations and assessment, development of effective communication skills, interpersonal skills, client relations, teamwork, problem solving, and an understanding of business ethics.

*Prerequisite: BTEC 101*

**BTEC 177-1.0: (30 hours) Job Search Techniques**

Job search techniques will assist you in developing successful job search strategies for today's competitive and changing job market. Topics will include self-assessment, employability skill testing, job search strategies and research, using the Internet for job search and career planning, networking, resumé's, employment related communications, application forms, portfolios and interviews.

*Prerequisites: BTEC 101 and 20 wpm keyboarding speed or BTEC 111.*

**BTEC 181-1.0: (35 hours) Filing Systems and Management**

The amount of information created and used in offices has increased significantly in recent years. Records, which contain all of the daily information necessary to the operation of any business, need to be managed effectively and efficiently. In today's office, maintaining the integrity of the records system means that all office workers need to be aware of the importance of correct creation, storage, use, retrieval, protection, control, and disposition of records. Technology continues to change the role played by today's office worker. This course will provide the student with the knowledge, skills and abilities to face these challenges and new responsibilities in dealing with both manual and electronic files.

*Prerequisites: BTEC 101 and BTEC 131*

**BTEC 191-1.5: (45 hours) Business Calculators and Mathematics**

This course is designed to equip the learner with the following skills: manual dexterity exemplified in speed and accuracy in performing addition, multiplication, subtraction, and division functions on electronic desk calculators; applying these skills in basic business mathematical problems on the calculators using the most efficient and accurate techniques possible.

*Prerequisite: BTEC 101*

**BTEC 221-2.0: (60 hours) Accounting I**

Accounting I is an introduction to manual accounting. Emphasis will be placed on fundamental accounting principles and their application in day-to-day business situations. This course is based on a service business organized as a sole proprietorship.

*Prerequisites: BTEC 101, BTEC 191 highly recommended.*

**BTEC 226-3.0: (90 hours) Accounting II**

Intermediate approach to manual accounting. Provides additional knowledge in common accounting systems including sales, purchases, taxes, inventory and payroll. Concepts are presented in concepts of a merchandising business. Learners will study payroll concepts and principles, tax responsibilities, and annual reporting. Learner will also be introduced to specialized journals, combined journals, year-end procedures, worksheets, GST/PST, bad debts and merchandise inventory. Detailed financial statements will be prepared, including a classified balance sheet and an income statement with a cost of goods sold section.

*Prerequisite: BTEC 221*

**BTEC 231-1.0: (30 hours) Introduction to the Canadian Legal System**

The primary purpose of this course is to provide you with a general understanding and a working knowledge of the Canadian legal system.

*Prerequisites: 45 wpm keyboarding speed, BTEC 101, BTEC 121, BTEC 131, BTEC 236 and BTEC 151.*

**BTEC 234-1.5: (45 hours) Legal Office Procedures**

This course introduces you to the legal profession, including the functions and duties of the legal administrative assistant in British Columbia. Topics covered will include: legal terminology, legal office procedures, precedents, preparation of correspondence and basic legal documents, legal record keeping and billing, citations, references to Acts.

*Prerequisites: 45 wpm keyboarding speed, BTEC 101, BTEC 121, BTEC 131, BTEC 236 and BTEC 151.*

**BTEC 236-1.5: (50 hours) Word Processing Level II**

Word Processing Level II is a continuation of Word Processing Level I. The course will cover additional instruction and practice with letter styles, tables, charts and reports plus many advanced features of word processing software such as merge, macros, outlines, graphics and styles.

*Prerequisites: BTEC 101 and BTEC 131.*

**BTEC 237-2.0: (60 hours) Litigation Procedures I**

Litigation Procedures I introduces you to the functions and duties of a legal administrative assistant working in civil litigation in BC. Subjects covered will include terminology and rules relating to preparing and handling legal correspondence and documents in civil litigation actions and matters in the Supreme Court of BC. Litigation Procedures I will also introduce you to the legal concepts necessary to a basic understanding of the functioning of the courts and the professional environment that they will be entering.

*Prerequisites: 45 wpm keyboarding speed, BTEC 101, BTEC 121, BTEC 131, BTEC 236 and BTEC 151.*  
*Corequisites: BTEC 231 and BTEC 234.*

**BTEC 239-2.0: (60 hours) Litigation Procedures II**

Litigation Procedure II builds on skills and knowledge from Litigation Procedures I. This course deals with documents and procedures from the discovery process to preparation and attendance at trial and post trial procedures including bills of costs and enforcement procedures. This course also deals with preparation for Chambers hearings.

*Prerequisites: BTEC 237*

**BTEC 240-1.5: (45 hours) Word Processing Simulation**

This course is designed to provide learners with an opportunity to use their acquired computer skills in a work situation. Emphasis will be placed on the learner's ability to use word processing, spreadsheet and database software.

*Prerequisites: BTEC 126, BTEC 236, BTEC 273.*

**BTEC 241-2.0: (60 hours) Family Litigation Procedures**

Family Litigation Procedures introduces you to the functions and duties of a legal administrative assistant working in a family law practice in BC. Subjects covered include legal terminology, the applicable provincial and federal statutes, the court system, and the theory and practical application of preparation of legal correspondence, undefended and defended divorces, and separation and marriage agreements.

*Prerequisites: BTEC 239*

**BTEC 251-2.0: (60 hours) Business Communication**

This course teaches you how to plan, organize and write effective, correct and "reader friendly" business documents appropriate for use in today's global business environment. You will learn how to write business letters, memos, reports and electronic messages.

*Prerequisites: BTEC 101, BTEC 131 and BTEC 151*

**BTEC 273-1.5: (50 hours) Electronic Spreadsheets**

This course provides you with a working knowledge of electronic spreadsheets using Microsoft Excel 2003. You will learn how to design, create, modify and present professional looking spreadsheets for use in today's workplace. Exercises include using formulas and built-in functions to solve mathematical problems. You will also learn how to illustrate and present spreadsheet data in graphic form.

*Prerequisites: BTEC 101, BTEC 121. Good business math skills recommended*

**BTEC 274-1.5: (50 hours) Advanced Electronic Spreadsheets**

This course provides you with an advanced knowledge of electronic spreadsheets using Microsoft Excel 2003. You will learn to use spreadsheets for advanced applications in today's workplace. Exercises include using advanced functions and formulas, performing calculations, filtering and formatting data, creating integrated documents, and developing a custom Excel application. (This course is a continuation of the material in "Introduction to Electronic Spreadsheets".)

*Prerequisites: BTEC 101, BTEC 273*

**BTEC 281-2.5: (75 hours) Computerized Accounting**

This course introduces you to the integrated computerized accounting system using Simply Accounting for Windows 2004. Upon completion, the learner will be able to establish company records, maintain daily transactions using the general ledger, accounts payable, accounts receivable, inventory, account reconciliation, payroll features, and create financial statements. Each chapter begins with a set of learning outcomes and company documents to be recorded. Detailed step-by-step recording procedure along with Case Problems are your principle learning activities. Additional materials and resources are available online.

*Prerequisites: BTEC 101, BTEC 221, and BTEC 226.*

### **BTEC 285-1.0: (35 hours) Keyboarding Speed IV (55 nwpm)**

This course is designed to give the learner the skills necessary to touch-key at a minimum speed of 55 net words per minute (nwpm), with three or fewer errors on an average of three five-minute timings.

*Prerequisite:* BTEC 111.

### **BTEC 286 - 1.0: (35 hours) Keyboarding Speed Level II (45 nwpm)**

This course is designed to provide the student with the opportunity to key accurately and proficiently. The course builds on the student's present keyboarding skills to assist them in reaching a minimum of 45 net words per minute on a five-minute timing.

*Prerequisites:* BTEC 101 and BTEC 111

### **BTEC 288-1.5: (45 hours) Office Suite Projects**

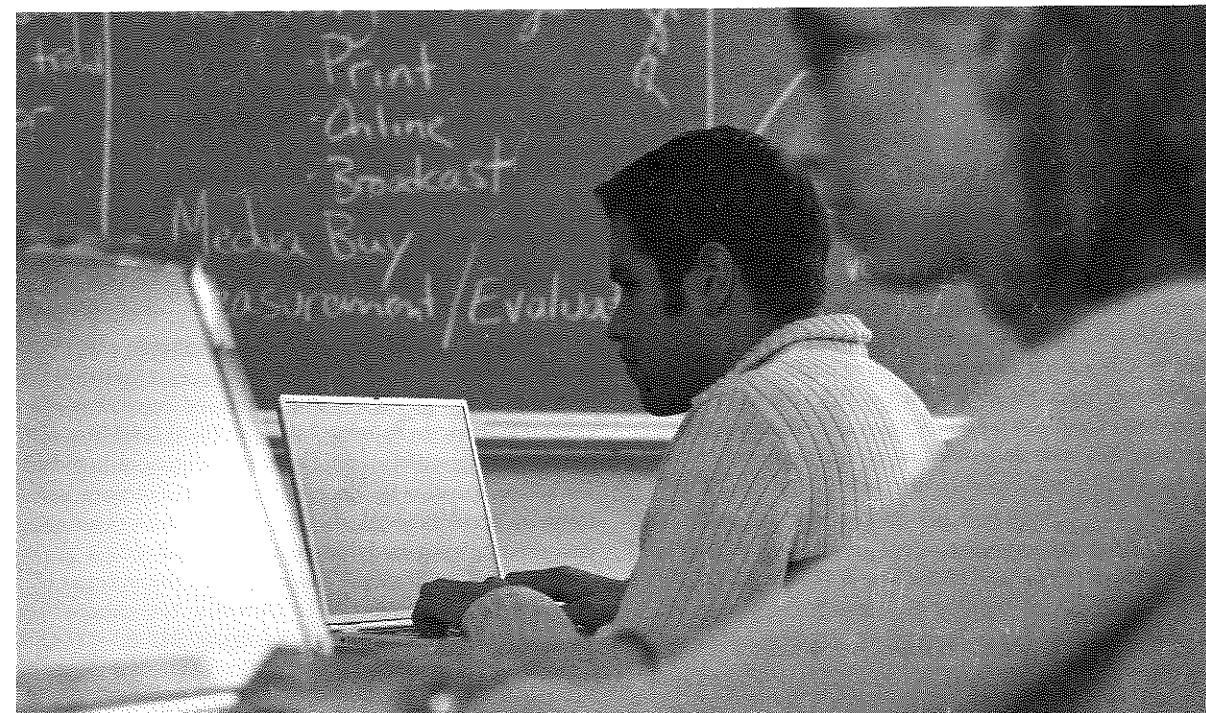
This course is designed to provide the learner with hands-on practice using Microsoft Office Suite. You will use Word, Excel, Database, and PowerPoint to create documents that are linked and/or integrated.

*Prerequisites:* BTEC 126, BTEC 236 and BTEC 273.

### **BTEC 290-3.0: (90 hours) Fieldwork**

This course is designed to provide learners with practical work experience. Learners who have completed, or are expected to complete the program in the allotted time will be placed with a local business/organization for a period of two weeks.

*Prerequisite:* Completion of the Office Assistant Certificate and all other courses for the chosen specialty.



The Computer Technology Certificate program is offered at the Terrace campus, has a September start date, and requires two semesters of course work plus a 120-hour practicum placement, usually completed in May. Check the college Web site for online CPTe course offerings.

### Program Overview

The Computer Technology Certificate program provides a well-equipped technical environment with hands-on training and experience in the use of industry-standard hardware, application software, operating systems, networking, and programming tools. Develop a wide range of computer skills that prepare you for a great career in computer and technology positions, or complement other existing and future job skills. The program also helps you enhance and develop math and technical writing skills.

The Computer Technology program at NWCC provides computer training in the following areas:

- Networking
- Internet Web Programming/Web site development
- Computer Programming
- Hardware
- Database construction/application
- Advanced Office Applications (Word, Excel and Access)

Students successfully completing the Computer Technology Certificate program will be able to challenge the following external certification exams:

- CompTIA A+ - A+ Core Hardware; A+ Operating System Technologies.
- Microsoft Office User Specialist - Word 2000 Expert; Excel 2000 Expert; Access 2000 Expert.
- CompTIA Network+ Certification Exam
- INET+ Certification Exam

*Note that these certificates are not required to receive the NWCC Computer Technology Certificate.*

### Program Transferability

NWCC Computer Technology is a member of a group of post-secondary institutions in BC developing an online version of this certificate program to be offered through BCcampus. Development of this program and online course offerings are expected to occur incrementally over the next two years.

At the date of the publication of this calendar, the NWCC Computer Technology certificate program transfers up to 37 credits to the University College of the Fraser Valley's (UCFV) diploma and degree programs. This program is developing to include optional, elective and required core courses that can be taken through online delivery. For up-to-date information on online course offerings visit the college Web site or the BC Council on Admissions & Transfer Web site at [www.bccat.ca](http://www.bccat.ca)

### Program Outline

#### Fall Semester

CPTe 101-4.0	Computer Hardware and Operating Systems
CPTe 121-4.0	Introduction to Networking
CPSC 123-3.0	Computer Programming*
CPTe 132-3.0	Introduction to Computer Programming
CPTe 163-3.0	Introduction to Relational Databases
CPTe 181-3.0	Web Development Foundation
MATH 251-3.0	Statistics

#### Winter Semester

CPTe 122-4.0	Advanced Networking
CPSC 124-3.0	Data Structures**
CPTe 133-4.0	Introduction to Visual Basic
CPTe 142-4.0	Advanced Office Applications
CPTe 164-3.0	Advanced Databases
CPTe 182-3.0	Web Development - Advanced Skills
CPTe 198-1.0	Job Search
ENGL 151-3.0	Technical Writing

\*Students must take CPTe 132 or CPSC 123

\*\* Students must take CPTe 133 or CPSC 124

#### MAY

CPTe 199-3	Practicum
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## Admission Requirements

Students enrolling on a course-by-course basis must meet the prerequisites of each course taken. For full-time students the program prerequisites are: Computer skills (see below), English 12 (or NWCC ENGL 045 or 050), and Principles of Mathematics 11 (or NWCC MATH 0401/0402 or 045).

*(Note: Those students wishing to transfer to diploma or degree programs may require Math 12 and are strongly advised to speak to the CPTe program coordinator as well as the receiving institution.)*

Prerequisites for individual courses are included in the course descriptions. Computer skills prerequisite could be met by one of the following courses: Information Technology 11, Business Computer Applications 11, NWCC CPST 040, BCPT 150 or CPSC 111.

Those students who do not have any formal computer training may meet the computer skill prerequisites of the program through prior learning assessment, and must be able to demonstrate the following:

- Word Processing – basic operations of word processing (copy, paste, moving and entering text), formatting documents, spell check, saving and retrieving documents, inserting graphics.
- Spreadsheets – formatting spreadsheets, entering formulas, creating charts.
- Operating System – File Management – creating, saving, deleting files and folders, finding files.
- Internet Use – e-mail familiarity, using a browser to navigate the internet, find Web sites using a search engine.

## Course Descriptions

### CPSC 123-3.0: Computer Programming

A rigorous introduction to programming for those who are considering further study in computer science, engineering, the sciences, or those who wish to develop the programming skills necessary for the solution of sophisticated problems. Topics presented include algorithms, techniques of program development and testing, control structures, procedures and functions, recursion, text file input and output, ordinal data types, arrays, records and sets.

*Prerequisite: Principles of MATH 12 or MATH 0501/0502.*

### CPSC 124-3.0: Data Structures

Using the programming skills acquired in CPSC 123 students will explore techniques for the effective solution of sophisticated problems. Topics presented include stacks, recursion, lists, pointers, queues, trees, sorting and searching, and an introduction to the analysis of algorithms.

*Prerequisite: Minimum grade of C in CPSC 123.*

### CPTe 101-4.0: Computer Hardware and Operating Systems

This course provides an introduction to the structures and services of PC operating systems and current microcomputer hardware. The course emphasizes the installation, testing and diagnosis of hardware and operating systems. Emphasis will be placed on laboratory work with attention to the use of various operating systems DOS, MS Windows, and UNIX (using LINUX) and on the diagnosis and repair of faulty components as well as the complete assembly of a functional PC. Lecture topics include: process management, memory management, device management, operating system interaction with hardware components, system management and utilities, basic system security, disaster prevention and recovery. At the end of this course, students will be prepared to challenge the CompTIA A+ certification exams. (A+ Core Hardware and A+ Operating Systems Technologies.) A+ certification is the first step toward professional certifications such as MCSE (Microsoft Certified Systems Engineer) MCSA (Microsoft Certified Systems Administrator) CNE (Certified Network Engineer.)

*Prerequisite: Computer Skills (See above)*

### CPTe 121-4.0: Introduction to Networking

This course will introduce the student to the theory and practice of computer networking, with emphasis on Local Area Networks. This course provides students with an introduction to computer networks from the perspectives of user and network administrator. The student will demonstrate familiarity with many hardware and software features that are common in Local Area Networks (LAN), and will research current topics relating to Local Area Networks. Additionally, the student will be able to install and configure various network operating systems and client workstations. This course will focus primarily on Windows 2000 and Novell 5 network operating systems.

This course will be taught using CompTIA approved courseware. After completion of this course and CPTe 122 – Advanced Networking, the student will be able to challenge the CompTIA Network+ Certification Exam. The Network+ certification is a standard that is seen as a good indication of technical networking knowledge. Unlike vendor-sponsored certifications, such as those offered by Microsoft or Novell, the Network+ certification is based on knowledge of a variety of network operating systems instead of only one, and is recognized as a good entry-level certification. More information on this certification can be obtained from the CompTIA Network+ Web page <http://www.comptia.com/certification/network/default.asp>.

*Prerequisite: Computer Skills (See above)*

### CPTe 122-4.0: Advanced Networking

This course is a continuation of CPTe 121, with more advanced topics relating to Local Area Networks, focusing on the Open Systems Interconnection (OSI) model and how the OSI model applies to real-world networks. The student will learn advanced network administration skills, and will also demonstrate knowledge of network / information security which is a vital part of the daily operations of a LAN. This course will focus primarily on Windows 2000 and Novell 5 network operating systems, with an introduction to Linux and Windows NT.

This course will be taught using CompTIA approved courseware. At the end of CPTe 121 Introduction to Networking and this course, the student will be able to challenge the CompTIA Network+ Certification Exam. The Network+ certification is a standard that is seen as a good indication of technical networking knowledge. Unlike vendor-sponsored certifications, such as those offered by Microsoft or Novell, the Network+ certification is based on knowledge of a variety of network operating systems instead of only one, and is recognized as a good entry-level certification. More information on this certification can be obtained from the CompTIA Network+ Web page <http://www.comptia.com/certification/network/default.asp>.

*Prerequisite: CPTe 121*

### CPTe 132-3.0: Introduction to Computer Programming

The Introduction to Computer Programming course introduces students to structured programming, functional programming and event driven programming. Programming assignments will require the use of three control structures and various modes of input and output. Students will demonstrate the use of arrays, functions, procedures and subroutines, as well as applying these concepts in an event driven (GUI) environment.

*Prerequisites (or corequisite): CPSC 111 or BCPT 150 or CPTe 100 or CPST 040.*

### CPTe 133-4.0: Introduction to Visual Basic

This course introduces Visual Basic programming. Lecture topics include program lifecycle, control structures, documentation and user friendliness. The features of the Visual Basic language examined are: forms, properties, frames, check boxes, option buttons, labels, text boxes, command buttons, list boxes, picture boxes, image boxes and scroll bars.

*Prerequisites: CPTe 132 or CPSC 121.*

### CPTe 142-4.0: Advanced Office Applications

Students will develop an advanced ability to utilize and support MS Word 2000 (word processing) and MS Excel 2000 (spreadsheets). This course will prepare students for the Microsoft Office Specialist Exams in Word (expert) and Excel (expert). Students will become skilled at using/supporting intermediate to advanced functions in both applications.

*Prerequisite: Computer Skills (See Admission Requirements)*

### CPTe 163-3.0: Introduction to Relational Databases

An introduction to the application of relational databases and the concepts surrounding database systems. Topics will include: database design, database creation, query, modification, maintenance, generating forms and reports, introduction to relational algebra, SQL, concepts of database management, security and data integrity. MS Access 2000 will be used for the practical exercises.

*Prerequisite: Computer Skills (See Admission Requirements)*



## Computer Technology

### CPTe 164-3.0: Advanced Databases

An extension and elaboration of topics presented in CPTe 163 Introduction to Relational Databases. Topics include: design methodology, distributed databases, data modeling, functional dependencies, normalization, data integrity, security and transaction management, data warehousing, and ethical issues.

Participants will analyse and apply database solutions to practical problems and apply principles surrounding database systems. MS Access 2000 will be used for the practical applications.

Upon successful completion, students will be prepared to successfully challenge the MS Access 2000 Microsoft Office User Specialist (MOUS) Program Certification Exam.

*Prerequisite:* CPTe 163

### CPTe 181-3.0: Web Development Foundation

This course introduces the fundamental skills and knowledge to develop Web applications. Topics include: Internet Clients, HTML, graphic creation and manipulation, introduction to Web programming languages (server-side and client-side), and basic hosting concepts and e-business models.

Completion of this course along with CPTe 182 Web Development Advanced Skills and CPTe 121 Introduction to Networking will prepare the student to successfully challenge the INET+ Certification Exam.

*Prerequisite:* Computer Skills (See Admission Requirements)

### CPTe 182-3.0: Web Development - Advanced Skills

An elaboration and extension of the topics presented in CPTe 181 Web Development Foundation. Topics will include an advanced application of WWW programming languages, application/Web page design platforms and servers, graphic and multimedia design programs, file formats, and fundamental e-business concepts.

Completion of this course along with CPTe 121 Introduction to Networking will prepare the student to successfully challenge the INET+ Certification Exam.

*Prerequisite:* CPTe 181

### CPTe 198-1.0: Job Search

Job search introduces techniques and exercises in career planning and job searching. Topics include self-analysis, resumés, cover letters, job interview skills, and job search resources.

*Prerequisites:* None.

### CPTe 199-3.0: Practicum (May)

The practicum is an opportunity for the students to apply their computer skills and knowledge developed in the course work to the work environment. The duration of the practicum is 120 hours. The Coordinator will locate practicum sites for the eligible students, although students are welcome to pursue their interests and find their own placements. The placement is chosen and learning outcomes assigned in consultation with the student, supervisor and Coordinator and are designed to give practical experience at the end of the program.

*Prerequisites:* Completion of all courses in the program.

### ENGL 151-3.0: Technical Writing

Methods and forms of technical writing, including letters, resumés, short reports, and communications with media. Lectures and exercises in grammar, vocabulary and style. Students will also read and discuss some modern literature.

*Prerequisite:* English 12 or ENGL 050.

### MATH 251-3.0: Statistics

A basic statistics course for students who have no prior knowledge of the field. The emphasis of the course is on business applications of statistical methods; but students in other disciplines will find it relevant and useful. Topics include how to describe data, making decisions under uncertainty, analysis of statistical data and making predictions based on statistical data.

*Prerequisite:* MATH 150

## Early Childhood Education

The Basic ECE program is offered in Terrace on a full- and part-time basis. Students will be able to complete their practicum in their home community (subject to site availability.) The local campus will have a list of the available courses two - three months before the start of the semester. Coursework in the Post Basic ECE Program will be offered in Terrace in Summer 2007.

### Program Overview

The Early Childhood field is an exciting and rewarding profession. There is a great demand in the Northwest for qualified and dedicated Early Childhood Educators that can provide quality care and education for children from birth to school age.

#### BASIC LEVEL CERTIFICATE

The Basic Level Early Childhood Education program is the beginning, first level of education for those wishing to work in child care in BC. The courses prepare the student to work with children between the ages of 32 months - five years in day cares, preschools and Head Start programs.

The graduate of this program, after completing 500 apprenticeship hours in the field, can become a licensed Early Childhood Educator. An Early Childhood Educator is one who has the skills, knowledge and ability to support the healthy development and needs of each child in a play-based learning environment. The educator will also know how to establish and maintain effective partnerships with children's families.

#### POST BASIC CERTIFICATE

NWCC offers Early Childhood Educators continued studies in two areas: Supported Child Care and Infant/Toddler Care. The Infant/Toddler program prepares the student to effectively create and work in quality programs for infants and toddlers. The Supported Child Care program prepares the student to effectively establish and work in programs that have children requiring extra support, from infancy to school years.

Both of the post basic specializations require the student to develop advanced knowledge, skills and abilities in child development, administration and working with families. These areas make up the content of the three common courses while each specialization has an additional three courses for certificate completion.

*Note:* For students who started the program prior to Sept 2006, the ECE Post Basic Infant Toddler program will be offered through distance education on a part-time basis until Winter 2006. There will be a face-to-face Post Basic Summer Institute in 2007.

### Program Outline

#### BASIC EARLY CHILDHOOD EDUCATION

##### Fall Semester

ECE 104-3	Health, Safety and Nutrition
ECE 125-3	Practicum I
ECE 141-3	Environments I
ECE 162-3	Curriculum I
ECE 163-3	Curriculum II
ECE 165-3	Child Development I
ECE 168-3	Professional Development I

##### Winter Semester

ECE 124-3	Interpersonal Communication
ECE 126-3	Practicum II
ECE 142-3	Environments II
ECE 166-3	Child Development II
ECE 164-3	Curriculum III
ECE 167-3	Guiding Young Children
ECE 169-3	Working With Families I

#### POST BASIC EARLY CHILDHOOD EDUCATION

##### Core Courses (required for both Post-Basic Certificates)

ECE 205-3	Advanced Child Development
ECE 206-3	Working With Families II
ECE 208-3	Professional Development II

#### INFANT/TODDLER CERTIFICATE COURSES

ECE 220-3	Infant/Toddler Programs
ECE 221-3	Infant/Toddler Environments
ECE 222-6	Infant/Toddler Practicum

#### SUPPORTED CHILD CARE CERTIFICATE COURSES

ECE 240-3	Supported Child Care Programs
ECE 241-3	Supported Child Care Environments
ECE 242-6	Supported Child Care Practicum

## Career Opportunities

Graduates from the Early Childhood Education program have found employment in a variety of settings: day cares, preschools, Head Start programs, Supported Child Care programs, Out of School Care programs and Family Child Care programs. Some have utilized their ECE education to obtain employment as Special Education Assistants in the school system. Others have continued their studies in ECE to acquire Post Basic certification in Infant/Toddler Care or Supported Child Care. Graduates have also continued their studies at college and university in order to obtain a BA in related fields, utilizing their ECE courses for transfer credits in some programs.

## Admission Requirements

Students are accepted for the September and January semesters. There is limited enrolment in courses so it is advisable that you complete the admission requirements and register for the scheduled courses well in advance – at least two months for admission and one month for course registration.

### ADMISSION REQUIREMENTS FOR THE ECE BASIC PROGRAM

- 1) English 12, or ENGL 045, 050 or 055, or satisfactory performance on the Canadian Achievement Test 3. Applicants completing the placement test must contact the Admissions Office.
- 2) Two current letters of reference must come from an employer, volunteer supervisor, teacher or ECE professional attesting to the applicant's suitability for work with young children.
- 3) A satisfactory work or volunteer experience, resumé, plus a written statement outlining career goals and reasons for seeking entrance into the ECE program (300-500 words).
- 4) A minimum 45 hours of satisfactory work or volunteer experience in the ECE field. The documented field work can be one of the reference letters from #2.

- 5) A completed college application form found on the Web site or from the Admissions Office.
- 6) An interview may be required. The interview will focus on the student's career goals, program information and field placement arrangements.
- 7) Students should be aware that a Criminal Record Review is required for anyone working with children in a child care centre. The presence of certain crimes on the record would make practicum placement, graduation and subsequent employment impossible.

### ADMISSION REQUIREMENTS FOR THE ECE POST BASIC PROGRAM

- 1) An ECE certificate, Basic Level or BC registered Early Childhood Educator License to Practice.
- 2) An official transcript of your Basic Level ECE. If you are a Northwest Community College graduate you do not have to submit a transcript.
- 3) A brief resumé that highlights your work in the Early Childhood field with at least one reference letter from the child care field (educator, parent, instructor, supervisor.)
- 4) A completed college application form found on the Web site or from the Admissions Office.
- 5) An interview may be required. The interview will focus on the students' career goals, program information and field placement arrangements.
- 6) Students should be aware that a Criminal Record Review is required for anyone working with children in a child care centre. The presence of certain crimes on the record would make practicum placement, graduation and subsequent employment impossible.

## Course Descriptions

### ECE 104-3: Health, Safety and Nutrition

This course provides students with an understanding of the basic principles of health, safety and nutrition for adults, as well as children. The course will focus on nutrition, signs and symptoms of communicable diseases, disease and injury prevention, emergency preparedness, signs of abuse and neglect and assessing a facility for safety. This course will encourage a holistic approach to health by encouraging the provision of a healthy and safe environment for young children and by reflecting on personal health and nutritional issues as they apply to early childhood educators. (45 hours)

*Prerequisites: English 12, or ENGL 045, 050 or 055, or satisfactory performance on the Canadian Achievement Test 3.*

### ECE 120-1: Introduction to Early Childhood Education

This course provides the student with a brief overview of the Early Childhood field. Students will be introduced to the theories and principles that guide the development of quality early childhood programs and practice in Canada. The day-to-day work of professionals in the field will also be explored. (15 hours)

*Prerequisites: None*

### ECE 124-3: Interpersonal Communication

This course provides a foundation in effective communication knowledge and skills. Basic communication theory as well as receptive and responsive communication skills will be explored. A practical focus will be utilized to engage ECE students in the development of critical skills that are necessary for communication across cultures and working effectively in a team setting. (45 hours)

*Prerequisites: English 12, or ENGL 045, 050, or 055, or satisfactory performance on the Canadian Achievement Test 3.*

### ECE 125-3: Practicum I

This practical course provides students with the opportunity to work as a team in a licensed childcare setting. During this practicum students will develop positive relationships with children and adults, prepare simple materials, assist children in routines and utilize their observations to implement activities that reflect emergent curriculum principles. (120 hours)

*Prerequisites: English 12, or ENGL 045, 050 or 055, or satisfactory performance on the Canadian Achievement Test 3. (Effective September 2006, a minimum GPA of 2.00 or higher in all previously completed ECE courses will be required.)*

### ECE 126-3: Practicum II

This course provides the ECE student with practical opportunities to develop skills in observing, planning, implementing and evaluating learning experiences that respond to children's interests and developmental needs. The student is also required to demonstrate the ability to effectively communicate with adults and children and apply positive guidance strategies consistent with the role of an assistant. (150 hours)

*Prerequisites: ECE 125 (Effective September 2006, a minimum GPA of 2.00 or higher in all previously completed ECE courses will be required.)*

### ECE 127-3: Practicum III

This course provides the ECE student with the practical opportunity to develop and demonstrate the ability to carry out a range of program responsibilities as an 'acting' supervisor. While under the direction of a licensed supervisor the student will demonstrate competency in program and curriculum planning, communication, positive child guidance, supporting safe and healthy environments for children and their professional role. (180 hours)

*Prerequisites: ECE 126 (Effective September 2006, a minimum GPA of 2.00 or higher in all previously completed ECE courses will be required.)*

### ECE 141-3: Environments I

This course provides the necessary introductory level knowledge and practical skills to effectively set up and facilitate developmentally appropriate environments that encourage play as a means of learning. The student will develop skills in observing, documenting, planning, creating, facilitating, and evaluating quality program environments. (45 hours)

*Prerequisites: English 12, or ENGL 045, 050 or 055, or satisfactory performance on the Canadian Achievement Test 3.*

### ECE 142-3: Environments II

This course follows ECE 141, and continues to provide the necessary knowledge and skills to effectively set up and facilitate developmentally appropriate environments that encourage play as a means of learning. The student will develop skills in observing, documenting, planning, creating, facilitating and evaluating quality program environments. Attention will also be paid to identifying and responding to challenging play needs arising in a play environment. (45 hours)

*Prerequisites: ECE 141*

## ECE 162-3: Curriculum I

This course provides the knowledge and skills to develop a meaningful and varied curriculum for young children that support their social and emotional growth. In addition the student will examine a developmentally appropriate arts curriculum exploring their own artistic style and methods in order to effectively support and enhance children's artistic expression. (45 hours)

*Prerequisites: English 12, or ENGL 045, 050 or 055, or satisfactory performance on the Canadian Achievement Test 3.*

## ECE 163-3: Curriculum II

This course examines current research and theories as well as practical strategies that support the creation of interesting and varied language arts curriculum for young children. While exploring developmentally appropriate language and literacy goals and experiences the student will be developing their resources in reading children's literature, storytelling, group times, poetry, puppetry, drama and music. (45 hours)

*Prerequisites: English 12, or ENGL 045, 050 or 055, or satisfactory performance on the Canadian Achievement Test 3.*

## ECE 164-3: Curriculum III

This course provides the knowledge and skills to develop meaningful and varied curriculum for young children that fosters their physical and cognitive growth. While exploring emergent curriculum the student will develop resources, such as outdoor play designs and experiences, math and science experiences found in the everyday life of a child and creative movement experiences. (45 hours)

*Prerequisites: English 12, or ENGL 045, 050 or 055, or satisfactory performance on the Canadian Achievement Test 3.*

## ECE 165-3: Child Development I

This course provides students with a knowledge base in early childhood development, focusing on prenatal to preschool development. The student will begin with an overview of the young child – how they learn and grow, developmental and learning theories and how to study young children. Course emphasis is on connecting child development theory and research to practice through child study in inclusive settings, field work, reflection and discussion. (45 hours)

*Prerequisites: English 12, or ENGL 045, 050 or 055, or satisfactory performance on the Canadian Achievement Test 3.*

## ECE 166-3: Child Development II

This course follows Child Development I, providing students with a knowledge base in early childhood development, focusing on the preschool through primary years. The student will explore cognitive and affective growth and development from age three to six as well as the growth and development of the primary child. The course ends with students examining the whole child within a contextual framework in order to support optimal child development and inclusive, best practices. (45 hours)

*Prerequisites: ECE 165*

## ECE 167-3: Guiding Young Children

This practical course provides the essential components of a positive guidance relationship. The student will understand how to establish an emotionally safe and nurturing climate and learn to develop genuine and trusting relationships with children and other adults. A range of guidance techniques will be practiced that support children's healthy development of self concept and self esteem. (45 hours)

*Prerequisites: English 12, or ENGL 045, 050 or 055, or satisfactory performance on the Canadian Achievement Test 3.*

## ECE 168-3: Professional Development I

This course introduces the student to the Early Childhood profession in Canada: the history, program models, regulations, standards, organizations, educator roles and dispositions, ethics and responsibilities that guide the Early Childhood profession. The student will develop skills and strategies to work effectively as a team with staff, families and community. Throughout the course students will have the opportunity to explore professional practice, accountability and ethics while developing skills in self-reflective practice, assessing and developing professional goals. (45 hours)

*Prerequisites: English 12, or ENGL 045, 050 or 055, or satisfactory performance on the Canadian Achievement Test 3.*

## ECE 169-3: Working With Families I

This course provides the early childhood education student with the necessary knowledge and skills to work within a family-centred context. Students will examine and practice strategies for establishing and maintaining effective partnerships with families. (45 hours)

*Prerequisites: English 12, or ENGL 045, 050 or 055, or satisfactory performance on the Canadian Achievement Test 3.*

## ECE 205-3: Advanced Child Development

This course provides students with a knowledge base in early childhood development as it relates to including children with diverse abilities. Organized around the developmental domains of a child, the course focuses on the diverse abilities that most frequently require adaptations and accommodations. Students will understand the process of assessment and early intervention and will develop strategies for adapting the program, the environment and specific curriculum activities in order to support children with diverse abilities. (45 hours)

*Prerequisites: ECE Basic Level Certificate or Certificate of License to Practice in BC.*

## ECE 206-3: Working With Families II

This course is a continuation of Working with Families I, which provided early childhood educators with the necessary knowledge and skills to work within a family-centred context. Students will develop the knowledge and skills to effectively collaborate and communicate with diverse families. Emphasis will be to examine current practices, moving from family-centred rhetoric to effective collaborative approaches to working with family diversity. (45 hours)

*Prerequisites: ECE Basic Level Certificate or Certificate of License to Practice in BC.*

## ECE 208-3: Professional Development II

This course is a continuation of Professional Development I, focusing on the administrative and management knowledge and skills necessary for operating quality early childhood centres. The student will examine the organization of their current child care program in order to develop effective strategies to improve centre operations and professional practice. (45 hours)

*Prerequisites: ECE Basic Level Certificate or Certificate of License to Practice in BC.*

## ECE 220-3: Infant/Toddler Programs

This course provides a theoretical and practical foundation for organizing quality infant and toddler care programs. The student will examine the characteristics of quality care; care that involves the child's total development, the child's family and positive, nurturing caregiver relationships. (45 hours)

*Prerequisites: ECE Basic Level Certificate or Certificate of License to Practice in BC.*

## ECE 221-3: Infant/Toddler Environments

This course provides the practical strategies for creating a quality learning environment for infants and toddlers, utilizing an observation and assessment process. The student will learn how to effectively respond to children's emerging developmental needs, play themes and interests by carefully planning the environment, experiences and activities and by encouraging the involvement of families. (45 hours)

*Prerequisites: ECE Basic Level Certificate or Certificate of License to Practice in BC.*

## ECE 222-6: Infant/Toddler Practicum

This field-based course provides opportunity for the student to observe, assess, plan, practice and evaluate: infant and toddler learning experiences, guidance approaches and collaborative teamwork with families and caregivers. The student will also job shadow the program supervisor in order to develop and practice necessary administrative and management skills for quality infant and toddler centres. (240 hours)

*Prerequisites: ECE 205, 206, 208.  
Corequisites: ECE 220, 221*

## ECE 240-3: Supported Child Care Programs

This course provides a theoretical and practical foundation for organizing quality supported child care programs. The student will examine and reflect on supported child care philosophy, models, government legislation, historical trends and societal values. Specific attention will be given to the planning of a supported child care program along with problem solving strategies for guiding children's behaviour. (45 hours)

*Prerequisites: ECE Basic Level Certificate or Certificate of License to Practice in BC.*

## ECE 241-3: Supported Child Care Environments

This course provides the practical strategies to create quality inclusive learning environments for young children. The student will develop the necessary observation and problem solving skills in order to effectively respond to individual children's needs within a group play-centred environment. Specific attention will be paid to facilitating young children's communication. (45 hours)

*Prerequisites: ECE Basic Level Certificate or Certificate of License to Practice in BC.*

## ECE 242-6: Supported Child Care Practicum

This field based course provides opportunity for the student in an integrated setting to observe, assess, plan, practice and evaluate learning experiences and environments for children requiring extra support. The student will also practice appropriate guidance strategies and work collaboratively with families who have children requiring extra support. In order to develop and practice necessary administrative and management skills for running quality supported child care programs, the student will job shadow the program supervisor. (240 hours)

*Prerequisites: ECE 205, 206, 208.  
Corequisites: ECE 240, 241*



Starts in January and completes in December at the Prince Rupert Campus.

## Program Overview

The Entrepreneurial Tourism Management program is designed to provide students with a solid tourism education that will prepare them for a wide range of careers in tourism businesses, self-employment, government, and not-for-profit organizations. Students may choose to develop their skills and knowledge in tourism management by completing a Certificate in Entrepreneurial Tourism Management or further their studies with a Diploma in Business Administration.

The Entrepreneurial Tourism Management Certificate curriculum will help students develop the knowledge and skills necessary to deal with the continually changing needs of tourism management, including the theory and practices of management and marketing, accounting, human resources, communications, and computer applications. The certificate focuses on the fields of entrepreneurship and small-scale tourism venture management.

Courses taken in the Entrepreneurial Tourism Management program at NWCC transfer directly into the Business Administration Diploma program. Diploma graduates can take advantage of existing transfer agreements into degree programs with the University of Northern BC, Athabasca University, Royal Roads University and BC University Colleges.

Small class sizes allow instructors to engage students in an active learning environment, which works to provide an intensive, high-quality business education.

## Program Outline

The Entrepreneurial Tourism Management program is a one-year program with an optional co-op work term.

### ENTREPRENEURIAL TOURISM MANAGEMENT CERTIFICATE

BCPT 150-3	Business Computers
BENG 150-3	Business Communications
MARK 150-3	Introduction to Marketing
MARK 252-3	Tourism Marketing
MGMT 150-3	Introduction to Management
MGMT 201-3	Entrepreneurship
TOUR 101-3	Introduction to Tourism

In addition to the above core courses, students will choose three electives from the following list, of which two electives must be TOUR courses:

ACCT 150-3	Financial Accounting I
BLAW 152-3	Business Law
TOUR 102-3	Hotel, Motel, Resort Management
TOUR 103-3	Tourism Events and Festival
TOUR 104-3	Cultural and Heritage Tourism Management
TOUR 201-3	Cross Cultural Behaviour in Tourism
TOUR 202-3	Ecotourism

Enrolment in ACCT 150 is highly recommended for learners intending to start a business or completing either a Business Administration or Tourism Management Diploma.

Should students choose the Co-op option of the program, the following courses are required:

CO-OP 100-2	Co-op Work Orientation
BADM 170-6	Work Term I

Please note: Not all electives will be available each year. To obtain specific course offerings contact the Program Coordinator. Students planning to complete a 2-year Business Administration Diploma should obtain course selection advice from the Program Coordinator.

## Admission Requirements

English 12, ENGL 050 or 055, and Math 11; AM 12, PM 11 or MATH 0401/0402

Note: Students planning to transfer to university or enter into professional accounting programs should have Math 12. All Bachelor of Commerce programs in BC have a Calculus graduation requirement.

## Course Descriptions

### ACCT 150-3.0: Financial Accounting I

Concerned with basic methodology and logic; recording transactions and maintaining books of account for service and merchandising concerns; preparation and interpretation of financial statements; recording; reconciling and valuing of cash, accounts receivable, inventory, plant and equipment.

Prerequisites: ENGL 050, 055 or English 12, Math 11 or AM 12, PM 11 or MATH 0401/0402

### BADM 170-6.0: Work Term I

Co-operative education combines academic study with related work experience in business, industry or government. Students gain practical skills and an awareness of the variety of employment opportunities available to them.

Prerequisites: Successful completion of all first semester courses and be registered in all second semester courses, and have attended Co-op orientation seminars (Co-op 100)

### BCPT 150-3.0: Business Computers

Provides a practical hands-on introduction to the operation and common business applications of the microcomputer. Computer capabilities and limitations, terminology, an overview of computer hardware and software are discussed. Specific business application software: windows-based operating system, word processing, databases, with an emphasis on spreadsheet applications.

Prerequisites: ENGL 050, 055 or English 12, Math 11 or AM 12, PM 11 or MATH 0401/0402

### BENG 150-3.0: Business Communications

The student will develop expertise in the communication skills, both written and oral, and an awareness of the protocol used in business.

Prerequisites: ENGL 050, 055 or English 12

### BLAW 152-3.0: Business Law

An introduction to the general principles of law relating to contract and tort. Specific contracts to be considered include agency, assignment, bailment, employment, negotiable instruments and sale of goods. Some aspects of the law relating to real property, different forms of business organizations, personal and intellectual property and insurance are also discussed.

Prerequisites: ENGL 050, 055 or English 12, Math 11 or AM 12, PM 11 or MATH 0401/0402

### CO-OP 100-2.0: Co-op Work Orientation

All students accepted into the Co-op program must participate in work orientation workshops that teach job finding and job keeping skills prior to the first work term. Attendance at these seminars is mandatory.

Prerequisites: Registered full-time in first year of relevant program.

### MARK 150-3.0: Introduction to Marketing

An introduction to marketing principles and management focusing on the problems of the marketing manager in the measurement of marketing opportunities and the allocation of marketing efforts. Emphasis is on decision making in a marketing context.

Prerequisites: ENGL 050, 055 or English 12, Math 11 or AM 12, PM 11 or MATH 0401/0402

### MARK 252-3.0: Tourism Marketing

Participants will learn about tourist expectations and the impact of marketing the tourism product. They will gain an appreciation of the concept of pricing and the costs, revenues and profits that are considered when pricing tourism products. They will understand guest service as the key element of success in the tourism enterprise, and the importance of their own role in creating and promoting the service attitude in their daily work with staff and guests. Participants working in non-public-contact roles will appreciate the importance of their support in meeting the operation's service objectives.

Prerequisite: MARK 150

### MGMT 150-3.0: Introduction to Management

This course is an introduction to contemporary management functions. Management theories and their practical applications are examined.

Prerequisites: ENGL 050, 055 or English 12, Math 11 or AM 12, PM 11 or MATH 0401/0402

### MGMT 201-3.0: Entrepreneurship

Provides an appreciation of the requirements for success in an entrepreneurial career and an understanding of dynamics of start-up and venture development. The development of a business plan and case analysis of operational situations form the core of this course.

Prerequisites: ACCT 150 and MARK 150

### TOUR 101-3.0: Introduction to Tourism

This course provides an overview of the tourism industry, examines the interrelationships between the eight sectors and the economic, environmental, cultural and social impact of tourism.

Prerequisite: ENGL 050, 055 or English 12

### TOUR 102-3.0: Hotel, Motel, Resort Management

This course outlines the major aspects of Hotel, Motel, Resort Management and Operations with particular emphasis on our tourism opportunities. The major topic areas include: types of hotel, motel and resorts, history of hospitality industry, hotel structure and staff, reservations, sales and marketing, front office, housekeeping, engineering, and food and beverage operations, etc.

Prerequisite: ENGL 050, 055 or English 12

## Entrepreneurial Tourism Management

### TOUR 103-3.0: Tourism Events and Festivals

This course outlines the major aspects of planning and organizing special events and festivals, with a focus on local and regional tourism opportunities. The major topics include: introduction to event management, concept and design, feasibility, marketing, promotion and financial management aspects.

*Prerequisite:* ENGL 050, 055 or English 12

### TOUR 104-3.0: Cultural and Heritage Tourism Management

This course outlines the major aspects of cultural and heritage tourism with emphasis on the North Coast Region of British Columbia. It examines a number of the cultural and heritage venues in the region – from a past, present and future perspective. The program will explore natural heritage settings, partnership development in world heritage sites, heritage interpretation, planning in built heritage landscapes, collaboration and cooperation, heritage marketing, and principles of sustainable heritage tourism development.

*Prerequisite:* ENGL 050, 055 or English 12

### TOUR 201-3.0: Cross Cultural Behaviour in Tourism

This course outlines the major aspects of the Cross Cultural aspects of tourism with particular emphasis on our cultural tourism opportunities here in the Northwest region. The major topic areas include: Concepts of Cross Cultural Tourism, Social Contact, Values, Rules of Social Interaction, Perception, Satisfaction Levels, and Methods for Cross Cultural Analysis in Tourism.

*Prerequisites:* ENGL 050, 055 or English 12

### TOUR 202-3.0: Ecotourism

This course outlines the major aspects ecotourism with particular emphasis on local and regional tourism opportunities. The major topic areas include: Sustainable Ecotourism, the Eco in Tourism, Building Partnerships, Marketing your Venture, etc.

*Prerequisites:* ENGL 050, 055 or English 12

## Tourism Programs

Tourism is one of the fastest growing sectors of our local and provincial economy. To help prepare students to take advantage of related employment and business opportunities Northwest Community College offers a number of tourism specific programs. These include the Entrepreneurial Tourism Management (see page 58) and Wilderness Guiding Skills (see page 99).

### Additional programs currently being developed are:

- Coastal Eco-Adventure Tourism
- Cultural Tourism
- Hospitality Management
- Tourism Management

Watch the College Web site for news about these and other new programs.

## First Nations Artist In Residence

Based on student demand, the FNAR program will be offered throughout the College region dependent upon a specified minimum number of student enrolments.

### Program Overview

The First Nations Artist in Residence (FNAR) certificate program seeks to honour and support the rich culture and tradition of First Nations art in the northwest by having local, master First Nations artisans mentor students wishing to learn particular forms of artwork. The program offers First Nations artists the opportunity to receive certification for their applied practice and research. Student pieces will be displayed by the College to enhance the learning environment and make our college campuses more welcoming and supportive of First Nations learners. Classes will be challenged to produce a legacy of art that will reside permanently on display at the campus of delivery.

### Program Outline

This FNAR certificate is comprised of 30 credits in traditional First Nations Art, Two Dimensional Design, and First Nations Studio Art courses. This program is designed to introduce students to the foundations of design elements and principles, critical to visual art related disciplines. Students will participate in in-class work to learn about basic drawing and design techniques and the history of traditional designs and crests. A significant portion of this class will be spent in the hands-on learning of the making of carving tools and wood carving techniques. All students will be expected to participate in the carving of class projects.

FNAR100-3	Shop Safety Basics
FNAR101-3	Traditional First Nations Art of the Pacific Northwest
FNAR102-3	Two Dimensional Design I
FNAR103-3	Two Dimensional Design II
FNAR104-3	Tool Making I
FNAR105-3	Tool Making II
FNAR106-3	Wood Carving I
FNAR107-6	Wood Carving II
FNAR108-3	Introduction to Small Business for Artists

Throughout the program, Chiefs, elders and First Nations artists from different Nations within the northwest will be scheduled to make presentations to the class. Their participation will provide learners with an understanding of the history, stories behind various art symbols and designs, and different approaches to art development.

### Admission Requirements

This program is open to both beginner and advanced First Nations art students. Students who have graduated from the NWCC Carving program that completed in July 2004 are encouraged to continue their study in this second program to advance their skills.

- Participants must be at least 16 years of age
- First Nations descent (self-declared)
- Principles, Applications or Essentials of Math 10, or MATH 0301/0302 and English 10 or ENGL 030 or GED or successful completion of the NWCC Assessment Test.
- Applicant should have a demonstrated interest in First Nations woodcarving.

## First Nations Artist In Residence

### Course Descriptions

#### FNAR100-3.0: Shop Safety Basics

This course will prepare students for learning in a practical workshop environment and will include Occupational First Aid Level One, shop safety including the safe use of shop tools, safe body mechanics, and personal safety equipment.

#### FNAR101-3.0: Traditional First Nations Art of the Pacific Northwest

This course is an introductory study of traditional First Nations art of the Pacific Northwest. Emphasis will be placed on understanding of the history, stories behind various art symbols and designs, and different approaches to art development through the utilization of elder expertise within the region.

#### FNAR102-3.0: Two Dimensional Design I

This course will introduce the learner to the basic elements of form characteristic of Northwest Coast Art. Students will examine the forms and relationships that typify the Northwest Coast Art style using traditional materials to develop their visual literacy.

#### FNAR103-3.0: Two Dimensional Design II

This course will assist the learner in developing a more in-depth understanding of Northwest Coast Art through the examination of the elements of art including color use, form, and textures through drawing exercises and painting techniques.

#### FNAR104-3.0: Tool Making I

This course is designed to introduce the learner to the art of tool making resulting in the production of a series of metal carving tools to be used for their First Nations art projects. Students will learn the proper care and handling of their hook, knives, and adzes as part of the learning process.



#### FNAR105-3.0: Tool Making II

Students who have completed the Tool Making I course, will work on the development of more advanced carving tools, learn their care, and uses for more advanced project work. Students will demonstrate this knowledge through peer mentoring.

#### FNAR106-3.0: Wood Carving I

This course is designed to introduce the learner to various woods and their uses, tool maintenance and application. Students will learn proper care and maintenance for the tools used for level I wood carving projects. Practical application will enable the learners to become proficient in the use of various carving tools and will result in the production of a number of elementary projects.

#### FNAR107-6.0: Wood Carving II

This course is designed to increase the learner's ability to work on more complex and larger scale wood carving projects. Students may be chosen to work on larger projects that will remain a legacy in the community in which the FNAR program has been delivered.

#### FNAR108-3.0: Introduction to Small Business for Artists

This course will introduce the learner to the realities of starting and running a small business for First Nations artisans. This course will introduce students to small business start-up, operations and growth planning.

## First Nations Land Stewardship

Hazelton Campus

### Program Overview

Northwest Community College, in co-operation with northwestern First Nations Communities has developed a certificate program in First Nations Land Stewardship.

The program incorporates traditional and contemporary approaches to land use planning and resource management for First Nations. The First Nations Land Stewardship Program will provide participants with entry-level skills and means of protecting and restoring their local resources. Elders, community leaders and instructors will combine their knowledge and experience to provide students with an understanding of public service, a sense of pride in community, practical skills and the combined traditional and contemporary knowledge regarding environment, land management and ecology.

### Program Outline

#### Term 1 January to April

CIRM 130-1.5 Fisheries Management and Regulations  
FET 100-3.0 Guiding and Outdoor Skills  
FET 126 3.0 Maps and Air Photos  
FET 141-3.0 Fish/Habitat Identification  
FET 199-1.5 Community Practicum  
GEOG 110-3.0 People and the Environment

#### Term 2 May to August

CPSC 141-3.0 Integrated Software Tools  
ENGL 045-6.0 Advanced English for Careers  
FET 103- 3.0 Introduction to Ecological Knowledge  
FET 104-3.0 Current Issues  
FET 142 3.0 Wildlife/Habitat Identification  
FET 154-3.0 Introduction to Forest Ecology

*Students will also complete 60 hours of field work at an organization/agency in the community.*

*Italics indicate University Credit Courses*

### Career Opportunities

Students completing the program will earn a First Nations Land Stewardship Certificate from NWCC, recognizing their achievements and the ecological knowledge, technical and practical skills they have gained. They will have the skills needed to contribute to their communities in a positive and progressive way, and to increase their opportunities for employment with First Nations governments and other land stewardship organizations.

### Admission Requirements

English 10 or ENGL 030, and Principles of Math 10 or MATH 0301/0302.

### Additional Costs

In addition to tuition, students are responsible for additional expenses including textbooks, photocopying, field trip costs and field supplies.

### Dates and Locations

The program will be offered at the Hazelton campus beginning February 2006.

### Course Descriptions

*Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course prerequisites and or does not attain the required threshold on entry assessments. See the "Admissions and Registration" section of the Web site for details.*

#### CIRM 130-1.5 Fisheries Management and Regulations

This lecture-based course focuses on the Federal/Provincial/Territorial and First Nations governing bodies and their relationships to the management, regulation and enforcement of the fishing industry. Topics covered include the management of all regulated fisheries of BC, including Tidal/Non-Tidal Fishing Boundaries, Openings and Closures, Case Law Studies, Acts, Regulations and By-Laws governing fisheries and influences on fish and fish habitat. These influences reflect Forestry, Mining, Oil and Gas Exploration, Parks and Recreation, and Tourism. Case Studies respecting impacts from these influences are discussed and practical applications are applied respecting investigative and legal processes into violations of breaches and infringement of Legislation.

*Prerequisites: English 10 or ENGL 030, Principles of Math 10 or MATH 0301/0302.*



## CPSC 141-3.0 Integrated Software Tools

This integrated lecture/lab course focuses on the utility of the most common software applications in capturing, processing and presenting data. Software packages include databases, spreadsheets, graphing programs, word processing and presentation software. All classes will be held in the computer lab and will cover topics that pertain to both the underlying principles of software operation and the practical uses.

*Prerequisites: English 10 or ENGL 030, Principles of Math 11, Applications of Math 11 or MATH 0401/0402.*

## ENGL 045-6.0 Advanced English for Careers

This course is designed to prepare students for entry into vocational, career, and technical programs, or for entry directly into the work force. Students will use the writing process to write paragraphs, letters, memos, short reports, and a long formal report. Core skills in critical reading, comprehension, grammar, vocabulary, and oral communication will be developed. Written assignments will be produced using a word processor. Students will participate in the critical analysis of technical reading selections, media articles and oral presentations. Interpersonal and group process skills will also be taught.

*Prerequisites: ENGL 030 or placement at the Advanced Level.*

## FET 100-3.0 Guiding and Outdoor Skills

Outdoor & Guiding Skills introduces students to the entrepreneurial potential in the fields of eco/adventure tourism and wilderness guiding. Topics will include outdoor safety (boat, bears, survival, communications, etc.), guiding skills (personal relations, fishing, photography, hiking, cultural tourism, kayaking, etc.) and introductory business potential in this area.

*Prerequisites: None*

## FET 103-3.0 Introduction to Ecological Knowledge

The course will introduce students to Traditional Environmental Knowledge (TEK). Students will be able to describe the differences in worldview of First Nation's traditional knowledge and that of Western scientific knowledge. The importance of mutual respect and use of the two knowledge systems as a key to sustainable resource management will be emphasized. Local examples of traditional knowledge and resource use by First Nation's communities will be used.

*Prerequisites: None*

## FET 104-3.0 Current Issues

The course will present current issues in Aboriginal Rights and Title with particular reference to land and natural resources in the local First Nations territories.

*Prerequisites: None*

## FET 126-3.0 Maps and Air Photos

Introduction to air photo interpretation and the use of various maps. Topographic, forest cover and TRIM maps are used both in Lab and field exercises. Air photos are interpreted to determine forest cover types and landforms.

*Prerequisites: None.*

## FET 141-3.0 Fish/Habitat Identification

This course includes identification of major taxa of fishes; the use of dichotomous keys to identify freshwater species, with a focus on the identification of fishes commonly captured in the Skeena and Nass watersheds. Topics also include the distribution and habitat requirements of freshwater fishes with a focus on salmon, trout and char.

*Prerequisites: None*

## FET 142-3.0 Wildlife/Habitat Identification

This 45-hour course trains students to identify local wildlife species and their preferred habitats over the course of a year. Identification of special habitats (winter range, birthing grounds, etc.) will be emphasized for purposes of protection of the species.

*Prerequisites: None*

## FET 154-3.0 Introduction to Forest Ecology

This 45-hour course emphasizes native tree, shrub, and important indicator species identification. Other topics include: structural and functional attributes and autecology of woody dicots and conifers, the application of autecological knowledge for site condition estimates, concepts of plant associations and indicator species, forest types and ecological classification, and an introduction to forest stand dynamics.

*Prerequisites: None*

## FET 199-1.5 Community Practicum

The community practicum is designed to make students, during the course of their first year of study, active in their home communities. In consultation with the course instructor students will decide on a practicum placement that will lead to a final presentation of work accomplished over the course of a year.

*Prerequisites: None*

## GEOG 110-3.0 People and the Environment

This course provides a scientific overview of important global and local environmental problems. The course examines the major ecosystems of the world and considers how changes in human activities, technology and population growth affect the health of natural ecosystems.

*Prerequisites: None*

Offered in workshop format throughout the region. Based on student demand, the FNPA program may be offered full- or part-time at times convenient to working people. Program delivery is dependent upon a specified minimum number of student enrolments.

## Program Overview

The First Nations Public Administration Certificate program is an innovative part-time, 30-credit program offered by Northwest Community College in partnership with the College's First Nations Council.

This certificate program offers students working in the administration of First Nations the opportunity to improve their professional skills by providing them with training in management, computer applications, aboriginal and business law, strategic management and leadership and communications.

It combines general business courses with a curriculum designed specifically for and with First Nations administrators to provide the theoretical framework on which to base job practice.

## Program Outline

BCPT 150-3	Business Computers
BENG 150-3	Business Communications
FNPA 101-3	First Nations and Canadian Government
FNPA 102-3	Leadership and Strategic Management
FNPA 103-3	Aboriginal and Commercial Law
FNPA 104-3	External and Internal Communications
MGMT 150-3	Introduction to Management
MGMT 251-3	Organizational Behaviour
MGMT 255-3	Human Resource Management

*Plus one elective in Business Administration or First Nations Studies*

## Career Opportunities

The program is designed to provide a solid theoretical base for the practice of people working in management in First Nations organizations. It is intended to prepare learners for career advancement within First Nations administrative offices.

## Admission Requirements

ENGL 050, 055 or English 12 and the applicants to the program must provide a letter from a First Nations organization granting them permission to use the organization for case studies, applied research, etc.

## Course Descriptions

### BCPT 150-3: Business Computers

Provides a practical hands-on introduction to the operation and common business applications of the microcomputer. Computer capabilities and limitations, terminology, an overview of computer hardware and software are discussed. Specific business application software: windows-based operating system, word-processing, databases, with an emphasis on spreadsheet applications.

*Prerequisites: ENGL 050, 055 or English 12, Math 11 or AM 12, PM 11 or MATH 0401/0402.*

### BENG 150-3: Business Communications

The student will develop expertise in the communication skills, both written and oral, and an awareness of the protocol used in business.

*Prerequisites: ENGL 050, 055 or English 12*

### FNPA 101-3: First Nations and Canadian Government

In this course students will study both the foundation and structures of the Canadian government system and fundamental aspects of First Nations governance systems. Particular attention will be paid in the Canadian government structure – political and bureaucratic – to those areas relating to aboriginal peoples such as pertinent areas in the Constitution Act, the Department of Indian Affairs, the Indian Act, BC provincial ministries and municipal government. The course will also consider aboriginal governance by taking a case study approach to examples in Northwest BC including hereditary systems and self-government practices.

*Prerequisites: English 12, 050 or 055 and the applicants to the program must provide a letter from a First Nations organization granting them permission to use the organization for case studies, applied research, etc.*

## First Nations Public Administration

### FNPA 102-3: Leadership and Strategic Management

This course is intended to increase the leadership and management skills of students who have worked in First Nations organizations or in remote rural community organizations. Starting with a review of the fundamentals of management, students will then conduct an analysis of leadership styles and then study the practice of management in areas such as problem solving, planning, strategic management, motivation, teamwork and organizational change. Case studies specific to First Nations organizations in remote rural areas will form an important component of the course work.

*Prerequisites: English 12, 050 or 055 and the applicants to the program must provide a letter from a First Nations organization granting them permission to use the organization for case studies, applied research, etc.*

### FNPA 103-3: Aboriginal and Commercial Law

An introduction to the general principles of commercial law especially as it relates to First Nations interests. Commercial law will be discussed in the context of on-reserve and off-reserve initiatives and joint ventures. Application of recent court decisions on aboriginal cases and how they relate to commercial development will also be reviewed.

The course is not designed to turn you into a lawyer or to teach you to resolve all your organization's legal problems. You should, however, by understanding the legal principles presented in this course, become aware of approaching commercial legal pitfalls and be alerted to situations in which it is essential for your organization to consult a lawyer. Review of First Nations commercial law case studies will also provide ideas regarding approaches First Nations have taken to commercial development.

*Prerequisites: English 12, 050 or 055 and the applicants to the program must provide a letter from a First Nations organization granting them permission to use the organization for case studies, applied research, etc.*

### FNPA 104-3: External and Internal Communications

This course explores both external and internal communication strategies, and the related implementation skills, from a remote, rural northern community perspective using a case-study approach. The internal part of the course focuses on ways and means of improving communication of political, social, cultural and economic information at the grassroots level. Traditional and contemporary methods for communicating information will be explored. Community-based information strategies, organization and delivery requirements will be identified and discussed. The focus of the external part of the course will be effectively communicating an indigenous message and perspective through mass media avenues. Once students gain an understanding of how mass media operates, they will move on to acquiring skills pertinent to attracting mass media coverage, organizing mass media around a crisis event, developing relationships with those employed in mass media, and creating a structure to deal with mass media within First Nations government administrations.

*Prerequisites: English 12, 050 or 055 and the applicants to the program must provide a letter from a First Nations organization granting them permission to use the organization for case studies, applied research, etc.*

### MGMT 150-3: Introduction to Management

This course is an introduction to contemporary management functions. Management theories and their practical applications are examined.

*Prerequisites: ENGL 050, 055 or English 12, Math 11 or AM 12, PM 11 or Math 0401/0402.*

### MGMT 251-3: Organizational Behaviour

An examination of the behaviour of people in organizations and small groups. The focus of attention will be on communications, motivation, leadership, group processes, structure, organization change, conflict, power and authority.

*Prerequisites: MGMT 150.*

### MGMT 255-3: Human Resource Management

The intent of this course is to provide an overview of human resource management in an organizational setting. Specific areas to be addressed include: human behaviour in organizations, personnel planning, job analysis and evaluation, staff recruitment and development, performance evaluation, compensation administration and fringe benefits.

*Prerequisites: MGMT 150.*

## Home Support/Resident Care

The program is offered throughout the region on a rotating basis. Contact NWCC for current campus location.

### Program Overview

The Home Support/Resident Care program prepares an individual to function as a valuable member of the health care team. The graduate will be able to provide care, under supervision, to assist clients in meeting basic needs and to achieve the highest possible quality of life.

Graduates will be employable as Home Support Workers working in a client's home, or as Continuing Care Assistants functioning as members of a team in facilities providing Personal Care, Intermediate Care, Extended Care and in Group Homes. Upon successful completion graduates receive a Home Support/Resident Care Certificate that is recognized provincially.

### Program Outline

This is a six-month program with practicum and classroom sessions.

HSRC 121-1.5	Student Success
HSRC 122-2.0	Work Role: Introduction to Home Support and Resident Care
HSRC 123-2.0	Health: Lifestyles and Choices
HSRC 124-2.5	Human Relations: Interpersonal Communications
HSRC 125-4.0	Health and Healing: Concepts for Practice
HSRC 126-3.0	Personal Care Skills Lab, Part 1 & 2
HSRC 127-4.0	Healing: Special Needs in HSRC
HSRC 128-3.0	Home Support Clinical and Clinical Seminar
HSRC 129-3.0	Resident Care Clinical and Clinical Seminar

### Career Opportunities

Graduates will be employable as Home Support Workers working in a client's home, or as Continuing Care Assistants functioning as members of a team in facilities providing Personal Care, Intermediate Care, Extended Care and in Group Homes.

### Admission Requirements

1. Applications of Math 10, Principles of Math 10 or MATH 0301/0302 and English 10 or ENGL 030.
2. Current immunizations and a satisfactory Medical Report.

Students should be aware that a Criminal Record Search may be required before they can obtain a practicum placement and that the presence of certain crimes on the record would make practicum placement, graduation and subsequent employment impossible.

### Course Descriptions

#### HSRC 121-1.5: Student Success

This course provides participants with an overview of the HSRC Program. Participants are oriented to the resources available at NWCC. Sessions in skills building are provided, including time management, study skills and exam taking.

#### HSRC 122-2.0: Work Role: Introduction to Home Support and Resident Care Attendant Practice

This course provides an introduction to community residential care, the home support and long term care industry and the role of the Home Support Worker and Residential Care Attendant. Standards of care, legal and ethical issues, policies and procedures, the client care team, and personal accountability are covered.

*Corequisite: HSRC 121*

#### HSRC 123-2.0: Health: Lifestyles and Choices

This course provides an introduction to the concept of health and the components of health-enhancing lifestyles. Participants explore their own experiences related to health, recognize challenges and resources that may impact their lifestyle choices, and consequently their health. Physical, psychological, social, spiritual and environmental influences on health are explored.

*Corequisite: HSRC 121*

#### HSRC 124-2.5: Human Relations: Interpersonal Communications

This course focuses on the development of self-awareness and increased understanding of others. Participants explore basic verbal and non-verbal communication concepts and learn practical skills, which contribute to effective interpersonal relationships. Participants are prepared to interact with a variety of individuals and groups in a caring and effective manner.

*Corequisites: HSRC 121, 123*



#### HSRC 125-4.0: Health and Healing: Concepts for Practice

This course provides the opportunity to develop a theoretical framework for practice. Participants examine significant philosophical beliefs and theoretical understandings underlying competent practice. Content includes basic human needs, human growth and development, body structure and function within normal aging and common challenges to health and healing.

*Corequisites:* HSRC 121, 122, 123, 124

#### HSRC 126-3.0: Personal Care Skills Lab, Part 1 & 2

Part #1 provides participants the opportunity to acquire personal care skills aimed at maintaining and promoting the comfort, safety and independence of older adults in continuing care settings. Part 2 provides the opportunity to acquire the basic skills in personal assistance, home maintenance and cleaning, meal planning, preparation and service, and problem solving within a home environment.

*Corequisites:* HSRC 121, 122, 123, 124, 125

#### HSRC 127-4.0: Healing: Special Needs in Home Support/Resident Care

This course builds upon other courses to provide an introduction to the basic concepts and approaches involved in the care of clients experiencing changes in mental functioning. Participants explore their role in direct care of the client's experiences sensory and affective changes, memory loss, confusion and disorientation. Specific focus is placed on the special needs of family members.

*Corequisites:* HSRC 121, 122, 123, 124, 125, 126

#### HSRC 128-3.0: Home Support Clinical and Clinical Seminar

This practice course provides an opportunity to apply the caring philosophy with individuals and families. Experience may be obtained in community and institutional settings with an emphasis on the application and integration of knowledge and skills learned in all other courses.

*Corequisites:* HSRC 121, 122, 123, 124, 125, 126, 127

#### HSRC 129-3.0: Resident Care Clinical and Clinical Seminar

This course provides an opportunity to apply the caring philosophy with older adults in an intermediate and/or extended care facility. Select supervised experiences emphasize the application and integration of knowledge and skills learned in all other courses.

*Corequisites:* HSRC 121, 122, 123, 124, 125, 126, 127

Contact NWCC for program location and start date.

### Program Overview

This 12-month full-time certificate program combines class lectures with hands-on lab work allowing students to put the theory to use and begin learning and practicing nursing skills. What is taught and learned in class mirrors what will be done on the job. This ensures students can transfer what they have learned directly into the work setting.

Part of the Practical Nursing Program involves a significant amount of on-the-job training. Work experience practicums take students into a variety of health care settings exposing them to the realities of each sector and introducing them to the variety of areas open for nursing professionals. In order to meet requirements for practicum and placement, students may have to travel to areas outside Terrace but within the region. All travel, accommodation, meal expenses and arrangements are the responsibility of the student.

A final preceptorship is also included. Students are placed in a one-on-one working relationship with a Nurse in the field. The student job-shadows their preceptor while progressively learning and performing the activities and duties of the preceptor. Preceptorships occur throughout the northwest region.

Graduates receive a Practical Nursing Certificate and an Intern License allowing them to work until they write the national CPNRE exams for licensure as a Practical Nurse.

### Program Outline

First Semester		Total Hours
PNUR 101-3.0	Health I	72
PNUR 102-1.0	Professional Growth I	30
PNUR 103-2.0	Human Anatomy and Physiology	72
PNUR 104-2.0	Healing I	48
PNUR 105-1.0	Human Relationships I	36
PNUR 106-3.0	Nursing Arts I	108
PNUR 107-3.0	Practicum I – Community (3 weeks)	90-105
Second Semester		Total Hours
PNUR 201-2.0	Health II	54
PNUR 204-2.0	Healing II	54
PNUR 205-1.0	Human Relationships II	27
PNUR 206-4.0	Nursing Arts II	135
PNUR 207-6.0	Practicum 2 – Gerontology (6 weeks)	210
Semester Three		Total Hours
PNUR 301-1.0	Health III	27
PNUR 302-1.0	Professional Issues	18
PNUR 304-2.0	Healing III	63
PNUR 306-5.0	Nursing Arts III	162
PNUR 307-6.0	Practicum III – Acute Care (5 weeks)	150-175
PNUR 308-3.0	Preceptorship (5 weeks)	185

*Note: the above may be subject to change.*

### Career Opportunities

Nurses are in high demand worldwide with active recruitment occurring in all health sectors and regions. The job opportunities afforded by this are tremendous with graduates successfully finding employment in community, continuing care and acute care hospital settings. Nursing offers an exciting career for those that enjoy working and helping others, a flexible working schedule, and new and exciting challenges. The Practical Nursing Program Certificate can lead licensed graduates into numerous well-paying positions.



## Admission Requirements

### ACADEMIC

- BC Grade 12 (or equivalent, such as the CCP Adult Graduation Diploma or GED), plus the following courses with a "C" or better:
- Biology 12 (or NWCC Provincial Biology 050 or 0501/0502 or equivalent)
- English 12 (or NWCC Advanced English 045 or Provincial English 050 or equivalent)
- Principles of Mathematics 10 (or NWCC Intermediate Mathematics 0301/0302 or equivalent)

All eligible candidates must successfully undertake a CAT III assessment test to be administered by the college.

### OTHER REQUIREMENTS

- CPR Level C Certification. Must be kept current throughout length of the program
- Occupational First Aid Level 1 or Standard First Aid. Must be kept current throughout length of program
- Criminal Record Check
- Medical Report
- TB Testing
- All immunizations up-to-date
- Hepatitis B series
- Influenza Injection, annually
- At least 30 hours of related work or volunteer experience

## Application Procedure

Upon full acceptance to the program, students will be required to provide Criminal Record Check and confirmation of immunizations by the first day of classes in September.

## SELECTION

In the event that the college receives more applications than there is space available, the college will first assess date of application, then date of completed application.

## Course Descriptions

### PNUR 101-3.0: Health I

This course introduces the learner to the concept of health as a dynamic, non-static process, rather than a goal. Viewed within the context of the Canadian society, health is seen as a holistic process on which our daily choices have a significant effect. The integration of body, mind and spirit will be examined in order to develop an appreciation for the idea that everything we do, think, feel and believe has an impact on our state of health, and that health is comprised of six dimensions, each of which impacts well-being. Health promotion will be examined throughout the lifespan.

*Prerequisites: Biology 12 or BIOL 050 or 0501/0502, English 12 or ENGL 045 or 050 and Principles of Math 10 or MATH 0301/0302.*

### PNUR 102-1.0: Professional Growth I

This course introduces the learner to the evolution and position of practical nursing as a health profession within the healthcare system. It focuses on the legal, ethical, and philosophical bases for practice. The LPN role, interdisciplinary team, partnership, delegation, reporting and documenting are discussed. This course also explores reflective writing, practice and critical thinking skills.

*Prerequisites: Biology 12 or BIOL 050 or 0501/0502, English 12 or ENGL 045 or 050 and Principles of Math 10 or MATH 0301/0302.*

### PNUR 103-2.0: Human Anatomy and Physiology

This course gives an overview of the structure and function of 12 body systems. It also discusses various health promotion strategies that work toward optimal function of these systems. Healthcare terminology is discussed in context with the different body systems.

*Prerequisites: Biology 12 or BIOL 050 or 0501/0502, English 12 or ENGL 045 or 050 and Principles of Math 10 or MATH 0301/0302.*

### PNUR 104-2.0: Healing I

This course will provide the learner with the opportunity to explore healing as a holistic process.

*Prerequisites: Biology 12 or BIOL 050 or 0501/0502, English 12 or ENGL 045 or 050 and Principles of Math 10 or MATH 0301/0302.*

### PNUR 105-1.0: Human Relationships I

The learner will use therapeutic communication when interacting with clients, co-workers, peers and instructors.

*Prerequisites: Biology 12 or BIOL 050 or 0501/0502, English 12 or ENGL 045 or 050 and Principles of Math 10 or MATH 0301/0302.*

### PNUR 106-3.0: Nursing Arts I

This course emphasizes the development of basic nursing skills that support health promotion. The classroom and laboratory components will assist the learner in the acquiring the basic knowledge and skills of nursing assessment of health and environment, promotion of independence, activity, comfort, and personal care skills. This course is intended to help learners integrate theory from other courses with selected clients. Organizational skills, safety to practice and therapeutic communication are underlying themes of Nursing Arts.

*Prerequisites: Biology 12 or BIOL 050 or 0501/0502, English 12 or ENGL 045 or 050 and Principles of Math 10 or MATH 0301/0302.*

### PNUR 107-3.0: Practicum I - Community

This three-week community practicum provides the learner with an opportunity to integrate the theory from Semester I into practice. It offers the learner experience in working with individuals who are disabled in a variety of community settings including residential care, community care, palliative care, ambulatory care, day care, and respite care.

*Prerequisites: Biology 12 or BIOL 050 or 0501/0502, English 12 or ENGL 045 or 050 and Principles of Math 10 or MATH 0301/0302.*

### PNUR 201-2.0: Health II

Society is bombarded with a variety of myths, stereotypes, and prejudices related to aging. To gain a more factual picture of aging, we will explore the process and theories of aging. In particular, we will examine the demographic profile of the older adult, along with issues such as the aging family, personal adjustments required by the aging individual and community resources available for the aging person. Health promotion and wellness in the older adult is a major theme. This course also includes concepts, issues, and skills related to geropharmacology and documentation.

*Prerequisites: PNUR 101*

### PNUR 204-2.0: Healing II

This course introduces the learner to gerontology, gerontological nursing, and the legal and ethical considerations related to caring for the older adult. It examines the age-related diseases in all body systems including psychogeriatric disorders and associated nursing interventions.

*Prerequisites: PNUR 104*

### PNUR 205-1.0: Human Relationships II

This course focuses on effective communications with the older adult. While it is generally agreed that the ability to communicate is an essential ingredient of being with others, age-related changes often interfere with the process. The nurse needs to learn not only to communicate effectively with the older adult on a one to one basis, but also needs to understand the benefits of group communications to the psychosocial well-being of the older adult. In addition, this course emphasizes the importance of effective communication and leadership skills with co-workers in long term care settings.

*Prerequisites: PNUR 105*

### PNUR 206-4.0: Nursing Arts II

This course emphasizes the development of practical nursing competencies in order to promote health and healing when caring for the older adult. Clients are viewed from a holistic perspective based on an accurate and comprehensive assessment of their unique needs. Laboratory and clinical experience component will promote integration of theory to practice.

*Prerequisites: PNUR 106*

### PNUR 207-6.0: Practicum II - Gerontology

This six-week practicum is intended to provide the student with a supervised experience which will enhance the learner's ability to integrate theory to practice in caring for the older adult in diverse care settings. This may include home care, senior centres, respite/hospice care, adult day care, long-term care, extended care, and psychogeriatric care.

*Prerequisites: PNUR 107*

### PNUR 301-1.0: Health III

This course focuses on the promotion of health for individuals in acute care. Health promotion programs will be examined. The role of the practical nurse in supporting and assisting clients in acquiring information is explored. The responsibilities of accurate reporting and documenting will be discussed. The practical nurse also needs to understand the collaboration between various health sectors in order to ease the transition for clients entering or leaving acute care.

*Prerequisites: PNUR 201*

## PNUR 302-1.0: Professional Issues

This course helps prepare the learner to take on the role of the licensed practical nurse. Learners will be invited to further explore their role as an advocate and partner. Issues such as Standards of Practice, professional and union affiliation in practical nursing will be discussed. The importance of being an effective team member and lifelong learner will be explored. The role of the practical nurse as an agent of change will be examined. Students will also prepare for and practice writing the Canadian Practical Nurse Registration Exam (CPNR).

*Prerequisites:* PNUR 201, PNUR 204, PNUR 205, PNUR 206 and PNUR 207

## PNUR 304-2.0: Healing Arts III

This course focuses on the promotion of healing with individuals of all ages who are experiencing acute health challenges. The pathophysiology of common health challenges, clinical manifestations and appropriate nursing interventions will be examined. Exploration of healing modalities will encourage a holistic view of each client. The practical nurse's role in collaboration with other health care professionals will be discussed.

*Prerequisites:* PNUR 204

## PNUR 306-5.0: Nursing Arts III

This practical course emphasizes the development of nursing competencies required to promote health and healing with individuals experiencing acute health challenges. Classroom, laboratory and hospital experiences will assist the learner to build on theory and practice from Semesters 1 and 2, and to integrate new knowledge and

technical skills relevant to the acute care setting. The student will learn and practice nursing assessment, planning and interventions aimed at the unique needs of the individual in acute care. Opportunities to assist clients through effective teaching/learning strategies will be explored.

*Prerequisites:* PNUR 206

## PNUR 307-6.0: Practicum III - Acute Care

This practicum experience provides the learner with an opportunity to integrate theory and skills learned in Semesters 1, 2 and 3. The student will have the opportunity to work with clients of all ages who are experiencing acute or episodic health challenges. Clients will be selected based on acuity and complexity of the care required. The role of the practical nurse as a partner, collaborator and advocate within the healthcare team will be emphasized.

*Prerequisites:* PNUR 207

## PNUR 308-3.0: Preceptorship (5 weeks)

The intent of the preceptorship is to provide transition for the learner from student to graduate. During this time, the student will work closely with a preceptor who will guide the student as a facilitator, teacher, and as a mentor to help the student gain further insights, awareness and knowledge through the realities of the work setting. Program instructors will collaborate with the preceptor and learner to facilitate the preceptorship. (minimum of 156 hours)

*Prerequisites:* PNUR 301, PNUR 302, PNUR 304, PNUR 306 and PNUR 307

## Programs Under Development

The College seeks to be responsive to emerging community training needs, and is constantly developing new programs or program specialties as the regional economy changes. Currently under development are:

### Sustainable Mining Ecology

The program will prepare graduates for technical management roles within the expanding Mining and Exploration industry in the Northwest.

### Trades Access

This access program provides students with a variety of trades training experiences and academic skills to prepare for entry into our trades programs or entry level employment. Initially created as a pilot project this program will become a permanent part of the College's program offerings.

Watch the College Web site for news about these and other new programs.

The SSW program is offered at Terrace campus, September start, and throughout the region on a rotating basis. Contact NWCC for more information.

## Program Overview

The Social Service Worker Certificate and Diploma programs are designed for students who wish to obtain training and skills in social services. The program integrates university credit courses with social service career courses. Practicum opportunities available in northwest communities combine the theory learned in the classroom with the practical skills necessary for employment in social services helping and supporting people with different social needs.

On completion of the certificate, graduates are prepared to work at the para-professional level, or continue their education to diploma and degree levels of professional education.

## Program Outline

The Social Service Worker program is offered on a full- and part-time basis.

The one-year Social Service Worker certificate includes two semesters plus practicum.

The two-year Social Service Worker diploma includes four semesters plus practicum.

## SOCIAL SERVICE WORKER CERTIFICATE

### Fall Semester

ENGL 101-3	Introduction to Composition
SSW 109-3	Computers in Human Services I
SSW 112-3	Interpersonal Communication
SSW 191-3	Introduction to Social Service Agencies
PSYC 101-3	Introductory Psychology I
SOCI 101-3	Introductory Sociology I

### Winter Semester

ANTH 112-3	First Nations of BC
SSW 110-3	Computers in the Human Services II
SSW 113-3	Helping Skills
SSW 192-3	Introduction to Social Service Practice
PSYC 102-3	Introductory Psychology II
SOCI 102-3	Introductory Sociology II

### Spring Semester

SSW 197-3	Social Service Worker Practicum I
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## SOCIAL SERVICE WORKER DIPLOMA

### Fall Semester

ENGL 151-3	Technical Writing I
SSW 195-3	Introduction to Social Services
SSW 213-3	Group Work
PSYC 201-3	Developmental Psychology I
SOCI 205-3	Sociology of the Family

*Plus any one University Credit and/or SSW Elective*

### Winter Semester

SSW 196-3	Social Policies
SSW 290-3	Community Development
PSYC 202-3	Developmental Psychology II
SOCI 206-3	The Family in Cross Cultural Perspective

*Plus any two University Credits and/or SSW Electives*

### Spring Semester

SSW 298-3	Social Service Worker Practicum II
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## Career Opportunities

Opportunities for graduates from this program include child and youth workers, financial assistance workers, teacher assistants, support workers, family resource workers, etc. Students who complete the diploma level may wish to continue their education in order to go on into professional careers in human and social services such as: social worker, family counsellor, probation officer, corrections officer, high school or college counsellor or any other professional position in the human service field. All university transfer courses in the program will be transferable. In addition, the University of Victoria and University of Northern British Columbia award, on an individual basis, additional transfer credit for SSW courses.

## Admission Requirements

### CERTIFICATE LEVEL

Admission to this program is on a course-by-course basis. Applicants to this program must meet the prerequisites for the individual courses in which they wish to enrol. Applicants with English 12, ENGL 050, ENGL 055 or satisfactory placement on the CAT III test will meet the prerequisites for SSW 109 and 112. For SSW 191, in addition to this English prerequisite, applicants must also supply:

- two reference forms from an employer, volunteer supervisor, teacher or human service professional, attesting to the applicant's personal suitability for work in human services; a work/volunteer experience resumé and a written statement describing career goals, special interests and reasons for seeking entrance to the program;
- documentation of a minimum of 45 hours of satisfactory work or volunteer experience in a human service agency related to the training program within the last three years.

Students should be aware that a Criminal Record Search is required before they can obtain a practicum placement and that the presence of certain crimes on the record would make practicum placement, graduation and subsequent employment impossible. (CRS may take up to eight weeks.) Applicants planning to apply to a School of Social Work (e.g. UNBC or UVic) or Child and Youth Care should consult with that university in order to take the appropriate university credit electives.

### DIPLOMA LEVEL

Successful completion of a certificate in a social service worker program or related certificate with the completion of SSW 112 and 113. Applicants planning to apply to a School of Social Work (e.g. UNBC or UVic) or Child and Youth Care should consult with that university in order to take the appropriate university credit electives.

## Course Descriptions

### ENGL 101-3.0: Introduction to Composition

In this course students develop necessary academic reading and writing skills. Basic composition skills are practiced through in-class and out-of-class assignments. There is a major focus on the academic research essay.

*Prerequisite: English 12 or ENGL 045 or 050 recommended.*

### ENGL 151-3.0: Technical Writing I

Methods and forms of technical writing, including letters, resumé, short reports, and communications with media. Lectures and exercises in grammar, vocabulary and style.

*Prerequisite: English 12 or ENGL 050*

### SSW 109-3.0: Computers in Human Services I

This course introduces social service workers to the use of computers. The main emphasis is on the principles and practice of word processing.

*Prerequisite: English 12, ENGL 050, ENGL 055 or satisfactory placement on the CAT III test.*

### SSW 110-3.0: Computers in Human Services II

This is a continuation of the introductory course of computers in the social services. In this course, students will learn advanced word processing features, data base, spreadsheets, PowerPoint and Internet. This course consists of lectures and labs.

*Prerequisite: SSW 109.*

### SSW 112-3.0: Interpersonal Communication

This course introduces the student to the basic processes and content of effective communication. It defines concepts such as self-concept, perception, non-verbal communication and self-awareness. This course is geared toward the Human Service student but may be of interest to those with more advanced training interested in improving their basic communication skills.

*Prerequisite: English 12, ENGL 050, ENGL 055 or satisfactory performance on the CAT III test.*

### SSW 113-3.0: Helping Skills

This course introduces the student to various helping skills. It identifies helping strategies and provides opportunity for the practical application of these skills through role play and structured exercises. Individuals already employed in the social service profession may find this course beneficial as a refresher course in helping skills.

*Prerequisite: SSW 112.*

### SSW 191-3.0: Introduction to Social Service Agencies

This course introduces the student to the variety of social and related services provided in the community. Students will have the opportunity of communicating with representatives from social service and related agencies and to develop their awareness as social service worker students. Presentations and discussions with guest speakers as well as some visits to agencies will form the basis of student learning.

*Prerequisites: English 12, ENGL 050, ENGL 055 or satisfactory performance on the CAT III test, 45 hours of satisfactory work/volunteer experience in a human service agency within the last three years and two satisfactory references.*

### SSW 192-3.0: Introduction to Social Service Practice

This course is designed to continue the preparation of the SSW student for a Block Practicum. It includes further study into the agencies and facilities in the community. The focus of the total program is on networking to ensure the student works in partnership with other agencies, community support groups and professionals in the field.

*Prerequisites: Successful completion of all course work from the fall semester of the Social Service Worker Certificate Option – ENGL 101, SSW 109, SSW 112, SSW 191, PSYC 101, SOCI 101, with a minimum GPA of 2.0*

### SSW 195-3.0: Introduction to Social Services

This course introduces the student to the general practice of social work. The general knowledge base and the skills of social work are outlined. Particular emphasis is placed on generalist practice in northern communities. The major work environments of social service workers are analyzed. The general aim is to assist students in evaluating their interests and capabilities for entering the professional social services.

*Prerequisites: ENGL 101 or ENGL 151, PSYC 101, PSYC 102, SOCI 101 and SOCI 102*

### SSW 196-3.0: Social Policies

The aim of this course is to familiarize students with the social policies and procedures of the Canadian welfare system. Historical and recent developments of social policy are considered. Assessments of the various remedies to policy issues, notably poverty, are also discussed.

*Prerequisite: SSW 195.*

### SSW 197-3.0: Social Service Worker Practicum I

This course is a full-time placement at an approved agency following the completion of the academic semester. This practicum will allow the student to become thoroughly acquainted with the functions of the agency and to learn to work within the structure of the agency in a social service worker capacity.

*Prerequisites: Successful completion of all course work from winter semester of the Social Service Worker Certificate Option – ANTH 112, SSW 113, SSW 110, SSW 192, PSYC 102, SOCI 102 with a minimum GPA of 2.0. Students must be registered as full-time students in the Social Service Worker option or be completing the Social Service Worker option in the current academic year.*

### SSW 213-3.0: Group Work

This course will provide the student with a basic understanding of group work, theory and practice. Topics of study include the various types of groups, group leadership, stages of group development, ethical issues and cultural issues. Students will research groups, facilitate and participate in a group.

*Prerequisites: Successful completion of a certificate in SSW program or related certificate with completion of SSW 112 and 113.*

### SSW 290-3.0: Community Development

This course will introduce the student to the theory and practice of community development. It is a continuation of a series of courses in the theory and practice of helping: interpersonal communication, helpings skills and group work. A social systems perspective will be used to examine how social change is initiated, supported and maintained.

*Prerequisites: Successful completion of a certificate in SSW program or related certificate with completion of SSW 213.*

### SSW 298-3.0: Social Service Worker Practicum II

This course provides a full-time placement with an approved agency sponsor who shares their expertise and allows the student to experience practical learning in a workplace setting. The student will perform tasks, responsibilities and skills indicated for the approved setting as well as having the opportunity to achieve personal learning goals. Organizational and social service competencies are also expected of students.

*Prerequisites: SSW 290, SSW 213, ENGL 151, SSW 195, SSW 196, SOCI 205, SOCI 206, PSYC 201, PSYC 202.*



PSYC 101-3.0: Introductory Psychology I

This course surveys models and theories relevant to the various sub-areas of psychology by examining the research psychologists have done and are doing. Specific topics this semester include perspectives and methods, biology of behaviour, human development, sensation, perception, consciousness, and conditioning and learning. The classes include lectures, structured experiences, discussions and audiovisual presentations.

This course should be followed by PSYC 102.

PSYC 102-3.0: Introductory Psychology II

Continuation of PSYC 101. The classes include lectures, structured experiences, discussions and audiovisual presentations aimed at familiarizing the students with current psychological views. The specific topics this semester are: memory, cognition, motivation, emotion, stress, personality, psychopathology, therapy and social psychology.

Prerequisites: PSYC 101.

PSYC 201-3.0: Developmental Psychology I

If you would like to gain some insight into your own history and want to know more about what your life will be like as you grow through the adult years, the study of life-span development will be of interest to you. This is the first half of a two-semester second year elective course in psychology. Following an introduction to methods and theories and a review of genetics and prenatal development we will examine development in infancy, early childhood and middle childhood, from a physical, cognitive and psychosocial point of view. The focus will be on the normal process, but growing some potential developmental problems will be discussed. Classes consist of lectures, discussions, audiovisual presentations and structured experiences.

Prerequisites: PSYC 101 and 102.

PSYC 202-3.0: Developmental Psychology II

In this term the topics included are adolescence, early, middle and late adulthood. Each of these topics is viewed from a physical, cognitive and psychosocial point of view. The focus is on the normal process of growing but potential developmental problems will be reviewed. Classes consist of lectures, discussions, audiovisual presentations and structured experiences.

Prerequisites: PSYC 101, 102 and 201.

SOCI 101-3.0: Introductory Sociology I

Through a variety of sociological perspectives we will examine how different groups view the structure of society. Through brief lectures, audio visual presentation and small group discussions we will explore major topics in the discipline of sociology: culture, socialization, gender roles, aging, crime and deviance.

SOCI 102-3.0: Introductory Sociology II

Using a variety of sociological perspectives this course examines the major institutions of society and some of the major trends of modern society. Religion, minority groups, education, politics, urbanization, industrialization and social movements will form the basis of the course.

Prerequisite: SOCI 101.

SOCI 205-3.0: Sociology of the Family

This course analyzes family structure in modern industrial societies. Topics include theoretical perspectives of family and family change, mate selection, marriage and divorce, gender roles and power within families, child-rearing, variant family forms, family law and policy issues related to family.

Prerequisite: Introductory Sociology or Anthropology.

SOCI 206-3.0: The Family in Cross-Cultural Perspective

Through theoretical analyses and case studies this course makes cross-cultural comparisons to provide an understanding of variations in the structure and meaning of mate selection, marriage relations, forms of domestic organizations, child-rearing, the sexual division of labour, property and inheritance found in various social and economic content.

Prerequisite: Introductory Sociology or Anthropology.

Prince Rupert, Smithers, Terrace. In addition to online and teleconference options.  
Classes start in September and January of each year. First year and selected second year courses are available in Terrace, Prince Rupert and Smithers. Some University Credit courses may be available at other College campuses.

Program Overview

Northwest Community College is your community college, offering a comprehensive range of Arts and Science courses and programs. These courses are fully transferable to undergraduate degree programs in universities, university-colleges and other colleges in BC, as well as across Canada. They can lead to university degrees in various specializations.

First and second year courses are available on a full-time or selected offerings basis at several college campuses and can be applied toward a two-year Associate Degree. Students intending to acquire an undergraduate degree at a university can complete their first two years of study at NWCC. Northwest Community College is at the leading edge of innovative program design and delivery to meet the changing needs of today's workforce and economy – while helping you meet your personal goals where you live and work.

Studies have shown that students who transfer from community colleges to university do as well as, or better than, those who proceed directly from high school to university. Students who start at NWCC will realize significant financial advantages when compared to those attending university elsewhere.

ASSOCIATE DEGREES IN ARTS AND SCIENCES

Northwest Community College offers two-year Associate Degrees in Arts and Sciences. Courses used to complete the Associate Degree requirement can transfer as first or second year course credits to most post-secondary institutions in BC including, UBC, SFU, UVIC or UNBC. Associate Degrees can lead to undergraduate degrees in different specializations at other post-secondary institutions depending upon the requirements of that particular institution. Transfer arrangements in BC can be viewed at the BC Council on Admissions and Transfer Web site at [www.bccat.bc.ca](http://www.bccat.bc.ca).

No course can be used to meet more than one specific requirement. Students must achieve an average overall grade of "C" (cumulative GPA of 2.0) calculated on all courses counting toward the Associate Degree. Students must apply to the Registrar to obtain an Associate Degree.

ASSOCIATE DEGREE IN ARTS

To obtain an Associate Degree in Arts, a student must complete a minimum of 60 credit hours (20 courses).

Course breakdown is as follows:

Subject Area	Year	#Courses	Credit
Arts Electives	*	8	24
Arts, Science or other electives	*	3	9
English	1	2	6
Humanities (other than English)	*	2	6
Laboratory Science	1 or 2	1	3
Mathematics, Computing Science or Statistics	1 or 2	1	3
Science	1 or 2	1	3
Social Sciences	*	2	6

\*This must include a minimum of 18 credits in Arts at the second year level in two or more subject areas.

Other electives may include some SSW courses and some Business Administration courses. Please check with the Educational Advisor to ensure the transferability of such courses.

## University Credit

### ASSOCIATE DEGREE IN ARTS (CRIMINOLOGY SPECIALIZATION)

This specialization program allows students to focus on the area of criminal justice while still receiving the benefits of an Associate Degree. This program has been designed to facilitate maximum transferability to a full Criminology Degree program or to conclude after two years at NWCC.

Course breakdown is as follows:

Subject	Course Title	Credit
CRIM 101	Introduction to Criminology	3
CRIM 103	Psychology of Crime and Deviance	3
CRIM 131	Introduction to the Criminal Justice System	3
CRIM 135	Introduction to Canadian Law	3
CRIM 230	Criminal Law in Canada	3
CRIM 2**	Second year CRIM Elective – Student Choice	3
CRIM 2**	Second year CRIM Elective or PSYC 232	3
ENGL 101	Introduction to Composition	3
ENGL 102	Introduction to Literature	3
Humanity	Second Year Humanity (Other than English)	3
Lab Science	Student Choice	3
MATH 131	Introduction to Statistics	3
PHIL 102	Moral Philosophy	3
POLI 101	Introduction to Political Science	3
PSYC 101	Introduction to Psychology I	3
PSYC 102	Introduction to Psychology II	3
Science	Student Choice	3
SOCI 101	Introduction to Sociology I	3
SOCI 102	Introduction to Sociology II	3
SOCI 250	Sociology of Deviance	3
SOCI 251	Crime and Society	3

### ASSOCIATE DEGREE IN SCIENCE

To obtain an Associate Degree in Science, a student must complete a minimum of 60 credit hours (20 courses).

Course breakdown is as follows:

Subject Area	Year	#Courses	Credit
Arts (other than English)	1 or 2	2	6
Arts, Science or other electives	1 or 2	2	6
English	1	2	6
Mathematics (including at least three credits in Calculus)	1 or 2	2	6
Science (including at least three credits in a laboratory science)	*	12	36

\*This must include a minimum of 18 credits in Sciences at the second year level in two or more subject areas.

### Program Outline

For the purposes of Associate Degrees, the classification of courses is as follows:

#### HUMANITIES

- Art History
- Art (Fine or Visual)
- Creative Writing
- Drama
- English
- Film
- French and other languages
- History
- Music
- Performing Arts
- Philosophy
- Religious Studies
- Women's Studies

#### SOCIAL SCIENCES

- Anthropology
- Archaeology
- Criminology
- Economics
- Environmental Studies
- First Nations Studies
- Geography (Human)
- Political Science
- Psychology
- Sociology

#### SCIENCE

- Biology
- Chemistry
- Computer Science \*
- Environmental Sciences
- Geography (Physical)
- Geology
- Mathematics and Statistics
- Physics

\*Computer Science cannot be used as a laboratory science for the Associate Degree

## University Credit

### Career Opportunities

UC course offerings can be transferred to universities, university colleges, and other colleges in British Columbia, as well as across Canada. Associate Degree graduates can transfer into third year studies at select post-secondary institutions. Students planning on continuing their education at another post-secondary institution are advised to consult with an Educational Advisor before registering to ensure course selections are in line with transfer agreements with the chosen institution. A listing of established equivalencies can be found in the BC Transfer Guide available through an NWCC Educational Advisor, the NWCC library, or the BC Council on Admissions & Transfer Web site at [www.bccat.ca](http://www.bccat.ca).

The Associate Degree is also a recognized employment credential.

### Admission Requirements

Students coming directly from high school are expected to have Grade 12 graduation. Students entering from Career and College Preparation programs may use CCP courses in place of equivalent high school courses. Many of the courses listed below have specific prerequisites which must be met by prospective students. In some cases, instructors will conditionally admit students lacking formal prerequisites. Contact an Educational Advisor at your local NWCC campus to discuss your admission qualifications.

### Distance Education

Selected University Credit courses are available online and by teleconference.

### Intersession and Summer Courses

Selected University Credit Courses are available in the spring and summer at the Prince Rupert, Smithers and Terrace campuses.

### Course Descriptions

#### HOW TO READ THIS SECTION

Each course is given an abbreviated name, a course number and credit value. For example ANTH 101-3.0. ANTH is the abbreviation for Anthropology, 101 is the course number, and 3.0 is the credit value. A series of numbers are included at the end of each course description. For example (3,0,0). The 1st number is the number of lecture hours per week, 2nd number is the number of lab hours per week and 3rd number is the number of seminar hours per week.

In general, a one semester, 3 hour per week course is equivalent to 3 credit hours and a science course consisting of 3 hours per week lecture and 3 hours per week laboratory is also equivalent to 3 credit hours.

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course prerequisites and/or does not attain the required threshold on entry assessments. See the "Admission & Registration" section on the Web site for details on this policy.

*Note: Not all courses are offered each semester. Check with an Educational Advisor or the online timetable for current course offerings.*

## ANTHROPOLOGY

**ANTH 101-3.0: Human Origins**

An introduction to human biological and cultural evolution. Students will examine the fossil record for human evolution as well as the behaviour of non-human primates in an attempt to understand what makes us human. Discoveries by archaeologists are also reviewed in tracing human cultural developments from the earliest stone tools to the emergence of the first civilizations. (3,0,0)

**ANTH 102-3.0: Introduction to Social and Cultural Anthropology**

With a global and comparative perspective the course will study a variety of customs and beliefs of indigenous people. Specific topics will include rituals, kinship, politics, economics, mythology, art and religion. (3,0,0)

**ANTH 111-3.0: First Nations of Canada**

A course dealing with the nature and diversity of Canadian First Nations. We will also examine the history of European colonialism in Canada and its impact on Canadian First Nations peoples. Finally, we will review some of the important issues in contemporary first nations affairs. (3,0,0)

**ANTH 112-3.0: First Nations of British Columbia**

This course is an introductory study of First Nations peoples of B.C. from the time prior to contact with the Europeans to the present. Emphasis will be placed on examination of the traditional societies and the history of the European colonial impact. Finally, selected current issues such as land claims, education, aboriginal rights, Indian status and political actions will be discussed. (3,0,0)

**ANTH 201-3.0: Social Organization I**

This course is a survey of world cultures. Economic, social, political and religious systems will be examined. Special emphasis will be placed on an anthropological analysis of Canadian cultures. (3,0,0)

*Prerequisite: Introductory Cultural Anthropology.*

**ANTH 202-3.0: Social Organization II**

A continuation of ANTH 201, with an emphasis on anthropological analysis of modern complex societies. We will examine the rise of industrialism and the spread of European colonialism and the effects of these developments on various aboriginal and Third World peoples throughout the world. (3,0,0)

*Prerequisite: Introductory Cultural Anthropology.*

**ANTH 203-3.0: Northern Nations of the Northwest Coast**

This course is designed to introduce students to the First Nations cultures of the northern northwest coast. The course will review the principles and methods of anthropological understanding to utilize as a lens to interpret culture. The course will concentrate on the rich history and cultures of the Nations of this northern area and draw upon existing local material and ethnography. As a special case study, students will participate in field research and field excursion with Elders, Chiefs and Watchmen. This course format intends to provide students with a greater understanding and appreciation of the northern First Nations culture, oral histories, traditional ecological knowledge, territorial stewardship, and the struggle endured under colonialism. (3,0,0)

*Prerequisites: Introductory Sociology or Cultural Anthropology.*

**ANTH 204-3.0: Central and Southern Nations of the Northwest Coast**

This course is designed to introduce students to the First Nation cultures of the central and southern northwest coast. The course will review the principles and methods of anthropological literature of this particular area. As a special case study, students will participate in field research and field excursion to the Kitlope with Elders, Chiefs and Watchmen. Overall, the Hen'ak'sila people have a special relationship to the south, including a linguistic connection with the other Wakashan language speakers, and an important trade network with the people of Kimsquit and Bella Coola, and the Nuxalk Nation. This course format intends to provide students with a greater understanding and appreciation of the central and southern First Nations culture, oral histories, traditional ecological knowledge, territorial stewardship, and the struggle endured under colonialism. (3,0,0)

*Prerequisites: Introductory Sociology or Cultural Anthropology.*

**ANTH 205-3.0: Archaeology of Northern British Columbia**

A survey of the archaeological record for northern British Columbia. Special topics include the initial settlement of the area by Native peoples and the subsequent rise of complex ranked societies on the northern northwest coast. This course will include a field trip to visit a local archaeological site. (3,0,0)

**ANTH 208-3.0: Indigenous Arts of North America, Oceania and Africa**

This course is about the Anthropology of Art with special focus on the indigenous Arts of North America, Oceania and Africa. Specific topics include the identification of the Art, its uses, and the cultures of its producers. (3,0,0)

**ANTH 209-3.0: The Arts of North American First Nations**

This course is an introduction to the Arts of North American First Nations including the Northwest Coast, Athapaskan, Plateau, Plains, Woodlands, Great Lakes, and Southwest regions. Specific topics include cross cultural definition of Art symbolism, and the social, political and religious elements of First Nations Art. (3,0,0)

*Prerequisite: ANTH 102.*

**ANTH 210-3.0: First Nations Art of the Northwest Coast**

This course is an overview of Northwest Coast First Nations Art. Art forms from prior to contact through to the contemporary period will be examined. Specific topics will include the style and symbolic elements of Northwest Coast Art, the relationship between Northwest Coast First Nations Art forms and the social, religious and political economic structures of the producing cultures. The placement of Northwest Coast Art in museums and in the marketplace shall also be examined. Some videos, a museum tour, and a village field trip, as well as visits from artists shall be included. (3,0,0)

*Prerequisite: Any 100 or 200 Anthropology course.*

**ANTH 212 - 3.0: Cultural Resource Management**

This course offers an introduction to the practice of cultural resource management in British Columbia. Major topics include the nature of cultural resources in BC, potential threats to those resources, the legislation protecting heritage sites in BC and the role of the BC Archaeology Branch in coordinating conservation efforts. The course also examines the ethics of archaeology and the steps that are being taken toward a greater participation of First Nations in the management and interpretation of heritage resources in BC. (3,0,0)

*Prerequisite: ANTH 112*

**ANTH 215 - 3.0: Archaeology of the Americas**

This course offers an introduction to the rich archaeological record of North and South America. The latest findings indicate that the Western Hemisphere was inhabited at least 14,000 years ago, and, during that time, a wide range of cultural adaptations emerged, including densely populated city states and empires. The goal is to explore these developments and so gain a deeper appreciation of First Nations cultural history. (3,0,0)

*Prerequisites: None*

**ANTH 220-3.0: Visual Anthropology**

This course examines various forms of visual documentation found in ethnographic films, videos, photographs and art forms. You will also explore methods of writing, directing and producing ethnographic films. Topics include problems of selectivity, ideological bias, effect of the producer's presence and the reconstruction of events. (3,0,0)

*Prerequisites: ANTH 101 or 102 or 111 or 112*

**ANTH 240-3.0: Introduction to Archaeology**

This course is an introduction to the methods and concepts that archaeologists use to explore the human past. It examines the nature of archaeological evidence, as well as the various methods employed in its recovery and analysis. Examples will be drawn from around the world, illustrating the international scope of modern archaeology. The course also includes weekly laboratory exercises designed to provide some practical experience in archaeological research. (3,0,0)

*Prerequisites: ANTH 101 and 102*

**ANTH 245-6.0: Archaeological Field Studies**

This course offers a practical application of the methods and concepts that archaeologists use to examine the human past. Students will participate in a research-oriented archaeological field project and will develop skills in both archaeological site survey and excavation. These include an ability to recognize and record a variety of archaeological site types, basic techniques of site mapping using chain and compass, as well as major survey instruments, techniques of excavation and record keeping in the field, photography, and the initial processing of field data in a lab setting. Through lectures and discussions, students will also learn about the overall goals of the research project, the intended methods of analysis, and the ethics of modern archaeology. [185 hrs instruction, 140 hrs practical experience]

*Prerequisites: ANTH 101 and 102*

*Corequisite: ANTH 240*

## ART

**ART 105-3.0: Introduction to Painting I**

This is a studio course which will introduce the student to painting processes, materials, techniques, vocabulary and relevant current and historical works. (3,3,0)

*Prerequisite: None.*

**ART 106 - 3.0: Introduction to Painting II**

ART 106 is a continuation of ART 105, a studio, "hands-on" course that will introduce the student to painting processes, materials, techniques, vocabulary and relevant current and historical works. (3,0,0)

*Prerequisites: None*

**ART 151-3.0: History of World Art From Beginnings to 1400**

Art History is the study of art forms, concepts and the visual language for understanding art in its social and political context. The course analyzes examples of paintings, sculptures, architecture and other art forms from the history of world art. Specific topics include art of prehistoric Europe, the ancient Near East and Greece, Roman art, the arts of Asia, the Americas and Africa before 1300 as well as Medieval and Gothic Art. (3,0,0)

*Prerequisites: None.*



**ART 152-3.0 History of World Art Since 1400**

Art history is the study of art forms, concepts and the visual language for understanding art in its social and political context. The course analyzes examples of paintings, sculptures, architecture and other art forms from the history of world art. Specific topics include art of the Renaissance, the Baroque, Neoclassicism, Realism, Modernism and contemporary art. The course also examines the arts of India, China, Japan, the Americas, Pacific and Africa. (3,0,0)

*Prerequisites:* None.

**ASIAN STUDIES****ASIA 101-3.0: Imperial China**

This course traces the history and cultural traditions of Imperial China from the construction of the Great Wall to the last emperor. We will study the geography, imperial political system and cyclical nature of history in China while examining the underlying culture, religion, art, and lifestyle of the Chinese people over the last 2000 years. (3,0,0)

*Prerequisites:* None.

**ASIA 102-3.0: The History of Modern China**

Study of modern Chinese history from the collapse of the last dynasty in 1911 through the end of the 20th century. Key areas of study will include the warlord period, the rise of communism, World War II and the emergence of capitalist China. Time will be spent studying important elements of Chinese culture. We will see how traditional elements of Chinese society continue to exist and influence modern China. (3,0,0)

**BIOLOGY****BIOL 101-3.0: Introductory Biology I - Cells, Diversity and Physiology**

Basic introductory course in general biology. The course covers the diversity of life, introductory biochemistry and cell biology and introductory animal and plant physiology. Laboratories include the scientific method, microscopy and major kingdoms of organisms. Experimental techniques and observation skills are emphasized. (3,3,0)

*Prerequisite:* Biology 11 or BIOL 040 and Chemistry 11 or 040 or CHEM 0401/0402.

**BIOL 102-3.0: Introductory Biology II - Genetics, Evolution and Ecology**

Continuation of BIOL 101. The course covers genetics, evolution and ecology. Laboratories include genetics, reproduction and development, evolutionary processes and ecology. Field trips, including a two-day weekend trip, may be held. (3,3,0)

*Prerequisite:* BIOL 101

**BIOL 131-3.0: Human Anatomy & Physiology I**

Examination of the principals of biology with reference to the human body. The structural organization of the body starting with cells and tissues proceeding to the major body systems including nervous, muscle, skeletal, and integumentary system is examined. (3,3,0)

*Prerequisites:* Chemistry 11 or CHEM 040 or 0401/0402 and Biology 12 or BIOL 050 or 0501/0502.

**BIOL 132-3.0: Human Anatomy & Physiology II**

Continuation of BIOL 131. Examination of the principles of biology with reference to the human body. The course examines the physiology of the body including the functions and regulations of the cardiovascular, endocrine, lymphatic, nervous and reproductive systems, and how these systems interact to maintain homeostasis, levels of metabolism and primary functions of the human body. (3,3,0)

*Prerequisite:* BIOL 131.

**BIOL 133 - 3.0: Applied Microbiology**

The course covers the biology involved in the study of microorganisms and their relation to human health and disease. The topics include bacteria, fungi, algae, protozoa and helminthes as well as viruses and disease causing prions. Microbial genetics, recombinant DNA and biotechnological applications are examined. The epidemiology of disease and the role of the immune system and antibiotic drug therapy will be emphasized. Microbial diseases affecting all major human organs and tissues are covered. The lecture course is accompanied by a weekly three-hour laboratory course exposing students to modern techniques of microbial and cellular/molecular Biology. (3,3,0)

*Prerequisites:* Chemistry 11, CHEM 040 or 0401/0402 and Biology 12 or BIOL 050 or 0501/0502.

**BIOL 201-3.0: Invertebrate Zoology**

Introduction to the invertebrate phyla. It provides an overview of the structure, function, evolution, diversity and ecology of invertebrate animals by examining the increasing complexity in form and function in the invertebrates and their evolutionary and ecological relationships. Examples emphasize marine, terrestrial and freshwater aquatic invertebrates. Laboratories include examination of the major groups of invertebrates and may include a weekend field trip to Prince Rupert. (3,3,0)

*Prerequisite:* BIOL 101/102

**BIOL 202-3.0: Vertebrate Zoology**

Introduction to the chordates, in particular the Subphylum Vertebrata, providing an overview of the structure, function, evolution, diversity and ecology of vertebrate animals. The increasing complexity in structure and function of tissue and organ systems and the relationships between the various levels of vertebrate complexity will be discussed. Laboratories include comparative examination of functional systems amongst the major groups of vertebrates, with dissection of representative forms. (3,3,0)

*Prerequisite:* BIOL 101/102

**BIOL 203-3.0: Non-Vascular Plants and Fungi**

Examination of the biology of algae, fungi, lichens and bryophytes, including discussions of their origins, evolution, ecology and physiology. Laboratories will include examination of local flora wherever possible. Field trips may be scheduled. (3,3,0)

*Prerequisite:* BIOL 101/102

**BIOL 204-3.0: Vascular Plants**

A survey of the vascular plants including ferns and fern allies, conifers and other gymnosperms and flowering plants. Cell structure and tissues of vascular plants are discussed as they relate to plant function. The origin and evolution of vascular plant structures and groups is emphasized. Laboratory studies will emphasize local plants and field trips may be arranged. (3,3,0)

*Prerequisites:* BIOL 101/102; BIOL 203 is strongly recommended.

**BIOL 205-3.0: Cell Structure and Function**

Detailed examination of all levels of cell structure and function. Emphasis is placed upon the dynamic processes at the cellular level. Topics considered include biotechnology, prokaryote/eukaryote cells, membrane models, cell walls, cytoplasmic organelles, the nucleus, cell cycle and nucleocytoplasmic interactions. Laboratories emphasize experimental techniques in the study of cells. (3,3,0)

*Prerequisites:* BIOL 101/102 and CHEM 101/102 or 121/122

*Corequisite:* CHEM 230 or 231

**BIOL 206-3.0: Cell Biochemistry**

Examination of the fundamental principles of biochemistry, including protein structure and enzyme functions, cell energetics, biosyntheses, and mechanisms which control cell metabolism. The laboratories include detailed experimental analyses of the molecular functions of cells and tissues and methods of molecular biology. (3,3,0)

*Prerequisites:* BIOL 205

*Corequisite:* CHEM 230 or 231

**BIOL 209-3.0: Genetics I**

Begins with the classical part of Genetics, namely Mendelian Genetics and basic Chromosome theory. Genetic linkage and changes in genetic information in the form of mutation is covered. The course concludes with a more detailed look at the structure and function of DNA and genes. (3,0,0)

*Prerequisites:* BIOL 101/102 or equivalent and first year Chemistry. (Replaced by BIOL 215 in 2003)

**BIOL 210-3.0: Genetics II**

Continuation of BIOL 209 with emphasis on the modern, molecular basis of genetics beginning with recombinant DNA technology and its application. A detailed examination of chromosome structure and gene expression follows. The mechanism of genetic change in the form of mutation, recombination and transposition is examined. Developmental biology is considered from a genetic point of view and finally, quantitative and population genetics is covered. (3,0,0)

*Prerequisites:* BIOL 209 (Replaced by BIOL 215 in 2003)

**BIOL 211-3.0: Principles of Ecology**

In-depth examination of basic ecological principles, including population and community ecology, food chains, succession, species diversity, genetic strategies, genetic diversity and impacts of management and disturbance on populations and communities. Discussions will include freshwater, marine and terrestrial ecology. May include field lectures to illustrate ecological principles as applied to natural and disturbed populations and communities. (3,0,0)

*Prerequisites:* BIOL 101, 102.

**BIOL 213-3.0: Microbiology I**

Introductory Biology: bacteria, viruses, protozoa; requirements and control of bacterial growth; molecular genetics and biotechnology. Microbial ecology: methods, habitat, nutrient cycles. Systematics of Bacteria, Archaea, Protozoa. Labs will cover aseptic technique, media preparation, isolation of pure cultures. Counting methods for bacteria and viruses. Identification of bacteria by simple and differential stains, biochemical tests.

Students will learn the basic biology of bacteria and viruses, will understand the role of bacteria in ecosystems. Will also gain a degree of competence in current modern lab procedures. Exposure to many different lab techniques and results interpretation will boost confidence for all experimental science courses in students' future curriculum. The in-class presentation will motivate students to master a portion of microbial systematics and introduce students to the requirements of public speaking. (3,3,0)

*Prerequisites:* CHEM 101/102 or 121/122

**BIOL 214-3.0: Microbiology II**

This course can follow Microbiology I, but can also stand alone as an introduction to microorganisms and how they relate to human activities. Microorganisms are the tools for many profitable industrial applications and central to modern biotechnology. Students will be asked to write and present a term paper on this subject. The relationship of microorganisms to human disease will take most of the course: immunology, clinical tests, antimicrobial drugs, epidemiology and the description of many diseases. The mechanisms of the immune response will be examined at the molecular level, so will clinical tests and drug action; hence a good base in chemistry is deemed necessary. Students will be asked to present twice to the whole class. This will stimulate mastery of the subject at hand, and introduce students to public speaking in the sciences. (3,0,0)

*Prerequisites:* Biology 12 or BIOL 050 or 0501/0502 and CHEM 101/102 or 121/122

**BIOL 215 - 3.0: Genetics**

This course introduces the student to transmission genetics. Coverage begins with the pattern of inheritance, chromosomes and the process of mapping via recombination analysis. All types of mutations, their causes and effects are discussed followed by a review of gene function. The genetics of cancer and development are examined and the course concludes with the study of quantitative, population and evolutionary genetics. (3,0,0)

*Prerequisites:* BIOL 205 and CHEM 101/102 or 121/122;  
*Corequisite:* BIOL 206

**BIOL 220-3.0: Pathophysiology**

This is an introductory course to human pathophysiology. The basic principles of human disease processes are reviewed. Fundamentals of cell biology, inflammation, the immune system and cancer biology are covered. Diseases caused by genetic defects and developmental aberrations are discussed. The specific part covers diseases of all major organ systems of the human body: Blood, the cardiovascular and lymphatic systems, respiratory, gastrointestinal, urogenital, and endocrine systems. Diseases of the skin, bone, muscle and of the eyes and ears complete the pathophysiological survey. This course will prepare the student to make a more informed connection between the subjects of anatomy, physiology and pharmacology. (3,0,0)

*Prerequisites:* BIOL 101/102 or BIOL 131/132 and Chemistry 11 or CHEM 040 or 0401/0402.

**BIOL 221-3.0: Pharmacology for Nurses**

This is an introductory course of pharmacology. Students will study the principle of drug interaction. Basic principles of pharmacokinetics and mechanisms of drug action are examined. Specific coverage will include drugs affecting the nervous system such as local anesthetics, muscle relaxants, autonomous nervous system-acting drugs, opioids, sedatives, anti-psychotics and antidepressants. Compounds altering lipid metabolism, cardiovascular function and inflammatory/allergic reactions are covered. Medications affecting the function of major endocrine systems and chemotherapeutics are introduced. For all these drug groups the mechanism of their action and therapeutic application is studied, including possible side effects, toxicities and drug interaction. (3,0,0)

*Prerequisites:* BIOL 101/102 or BIOL 131/132 and Chemistry 11 or CHEM 040 or 0401/0402.

**BIOL 222-3.0: Human Nutrition**

This is an introductory course to human nutrition. The basic principles of human physiological processes are reviewed as far as they relate to nutrition. This includes an overview of carbohydrate, lipid and protein metabolism. The water and fat-soluble vitamins and their role in metabolism are examined. The mechanisms and nutritional aspects of water, electrolyte and mineral balances are covered. Integration of these basic concepts are applied in the study of energy balance, weight control and its relation to physical exercise. Special topics include alcohol, food additives, eating disorders, pregnancy and breast feeding; nutrition for infancy and adolescence, food preservation and safety. (3,0,0)

*Prerequisites:* Biology 12 or BIOL 050 or 0501/0502 and Chemistry 11 or CHEM 040 or 0401/0402.

**BIOL 235-3.0: Ichthyology**

Ichthyology is the study of the biology of fishes. This course will cover morphology, physiology, development, behaviour, evolution, diversity and ecology of fishes. Fish species from throughout the world, both marine and freshwater, will be studied, with slide shows and local examples bringing color and interest to the classroom. Labs will involve dissections, observation of living organisms, behavioural studies, and field trips. Wherever possible local fish species will be examined. Field trips will allow you to see these organisms in their natural environments. (3,3,0)

*Prerequisites:* BIOL 101/102

**BIOL 270-3.0: Coastal Zone Conservation Biology**

Conservation biology is the scientific study of biodiversity and its management for sustainable human welfare. Biodiversity includes species, population, genetic, and ecosystem variability among living organisms. This course explores the nature, causes and implications of the current high rate of loss of biodiversity occurring throughout the world, with particular emphasis on coastal ecosystems. It will also cover some of the major efforts underway to reduce that rate of loss. Students will be introduced to the concepts of genetics, species and ecosystem diversity, to specific conservation issues, and to some of the practices involved in preserving biodiversity. Extinctions will be analyzed from an ecological, economic, ethic and esthetic perspective. All concepts will be illustrated using local coastal zone case studies. (3,0,0)

*Prerequisites:* BIOL 101/102

**CHEMISTRY****CHEM 101-3.0: Introductory Chemistry I**

Three topics will be covered. The first is a review of general chemical principles, including stoichiometric descriptions of chemical reactions together with a brief history of chemistry as a science. Next, the microscopic description of the natural world as it relates to chemistry, will be discussed with particular consideration to atomic structure and chemical bonding. Finally, macroscopic chemistry will be investigated and will include conservation of energy as it applies to macroscopic chemistry, that is, in terms of thermodynamics. It will also include a description of the various states of matter, namely, gases, liquids and solids. (3,3,0)

*Prerequisites:* Chemistry 11 or CHEM 040 or 0401/0402 and Principles of Math 11 or MATH 0401/0402. Working knowledge of Math 12 or MATH 0501/0502 strongly recommended. MATH 101 (Calculus) corequisite would be an asset.

**CHEM 102-3.0: Introductory Chemistry II**

Continuation of the study of chemical principles initiated in CHEM 101, this course also consists of three topics. In the first, a quantitative description of chemical reactions with a look at both the short term rates of reactions and their long time, or equilibrium, behaviour will be carried out. In the second, an introduction to electrochemical and a study of oxidation/reduction reactions and electrochemical cells (batteries) and their applications will be conducted. The final topic will include a survey of organic chemistry covering organic nomenclature and a description of simple reactions associated with various organic functional groups. (3,3,0)

*Prerequisites:* CHEM 101 or CHEM 121.

**CHEM 121-3.0: Principles of Chemistry I**

Designed for students with Grade 12 chemistry and mathematics. A working knowledge of stoichiometry and other basic algebraic and chemistry skills is assumed. In CHEM 121, four topics will be covered in depth. The first two topics deal with the microscopic description of the natural world as it relates to chemistry. In particular, in the first topic, atomic structure, relations between the electronic structure of atoms and the periodic table are discussed while in the second topic, this electronic structure is applied to structure and chemical bonding in molecules. The last two topics deal with some aspects of macroscopic chemistry. In the third topic is a discussion of the phases or states of matter, namely, gases, liquids and solids, while the fourth topic, inorganic chemistry, is a description of the properties and reactions of metals and non-metals. (3,3,0)

*Prerequisites:* Chemistry 12 or CHEM 050 and Principles of Math 12 or MATH 111. High school pre-calculus or calculus strongly recommended.  
*Corequisite:* MATH 101 (Calculus).

**CHEM 122-3.0: Principles of Chemistry II**

Continuation of the study of chemical principles initiated in CHEM 121, this course consists of three topics, namely, thermodynamics, a quantitative description of chemical reactions and a survey of organic chemistry. In the first topic, the four laws of thermodynamics will be discussed with particular emphasis on their application to chemical reactions. The second topic deals with the time dependence of chemical reactions, both short times, chemical kinetics, and long times, chemical equilibrium. The final topic includes nomenclature, structure and properties of simple organic compounds as well as a description of some reactions associated with various organic functional groups. (3,3,0)

*Prerequisite:* CHEM 121 and MATH 101.  
*Corequisite:* MATH 102

**CHEM 230-3.0: Organic Chemistry I**

This course provides students who have taken first year chemistry with an in-depth introduction to organic chemistry. Topics included in this course are a detailed study of the properties and reactions of alkanes, alkenes, alkynes, aromatics, arenes and alkyl halides. (3,3,0)

*Prerequisites:* CHEM 101/102 or CHEM 121/122.

**CHEM 231-3.0: Organic Chemistry II**

This course is a continuation of the in-depth introduction to organic chemistry begun in CHEM 230. Topics included in this course are a detailed study of the properties and reactions of alcohols, ethers, carboxylic acids, aldehydes, ketones, amines, phenols and carbohydrates. (3,3,0)

*Prerequisite:* CHEM 230

## COMPUTER SCIENCE

**CPSC 111-3.0: An Introduction to Computers**

CPSC 111 is designed for the student with little or no previous exposure to computers. The course will help students understand in a general way how computers work, how to work with computers, and how to use commercially prepared software packages such as spreadsheets, word processing programs, and databases to solve problems of common interest. An important part of the course is the weekly three-hour laboratory session, which complements the theoretical material of the lectures with concrete hands-on practice. (3,3,0)

*Prerequisite:* Principles of Math 11 or Applications of Math 11 or MATH 0401/0402. Students with previous knowledge of computers are encouraged to register instead for one of the more advanced courses in Computer Science.

**CPSC 112-3.0: Problem Solving with Computers**

Programming is a skill that allows a person to use a computer to most effectively meet unique needs. Pascal is a modern, powerful language suitable for business, professional and scientific programming. The language is available in a standardized form for many computers. This course will introduce programming techniques and the technical details of Pascal. Weekly lab sessions provide students with an opportunity to use a computer to gain experience with the concepts presented in lectures. Additional computer time is available to students in the evenings and on weekends. (3,3,0)

*Prerequisite:* CPSC 111 with a minimum C+ or Principles of Math 12 or Applications of Math 12 or MATH 0501/0502 or MATH 111 or CPSC 12.

**CPSC 123-3.0: Computer Programming**

A rigorous introduction to programming for those who are considering further study in computer science, engineering, the sciences, or those who wish to develop the programming skills necessary for the solution of sophisticated problems. Topics presented include algorithms, techniques of program development and testing, control structures, procedures and functions, recursion, text file input and output, ordinal data types, arrays, records and sets. (3,3,0)

*Prerequisite:* Principles of Math 12, MATH 0501/0502 or MATH 111.

**CPSC 124-3.0: Data Structures**

Using the programming skills acquired in CPSC 123 students will explore techniques for the effective solution of sophisticated problems. Topics presented include stacks, recursion, lists, pointers, queues, trees, sorting and searching and an introduction to the analysis of algorithms. (3,3,0)

*Prerequisite:* CPSC 123, Principles of Math 12, MATH 111 or MATH 0501/0502.

**CPSC 131-3.0: Introduction to FORTRAN Programming**

This course provides science and engineering students with an introduction to structured Fortran programming. Topics presented include data types, subroutines and functions, looping statements, conditional statements, format statements, common blocks and file input and output. The emphasis in this course will be placed upon applying structured Fortran programming to relevant science and engineering problems. As well this course will emphasize modular programming. (3,3,0)

*Prerequisite:* Principles of Math 12 or MATH 111 or MATH 0501/0502. Recommended high school pre-calculus or calculus.

**CPSC 141-3.0: Integrated Software Tools**

This integrated lecture/lab course focuses on the utility of the most common software applications in capturing, processing and presenting data. Software packages include databases, spreadsheets, graphing programs, word processing and presentation software. All classes will be held in the computer lab and will cover topics that pertain to both the underlying principles of software operation and the practical uses. (2,2,0)

*Prerequisites:* English 10 or ENGL 030, Principles of Math 11 or Applications of Math 11 or MATH 0401/0402.

## CRIMINOLOGY

**CRIM 101-3.0: Introduction to Criminology**

This course is an introduction to the multi-disciplinary field of criminology. Key concepts will include crime, delinquency, criminal law, offender, victim, crime prevention, rehabilitation, as well as investigates the nature, extent and correlates of violent, economic and public order crimes. Criminal behaviour and victimization theories, their connections with the social content of crime and policy implications will be examined. (3,0,0)

*Prerequisite:* None

**CRIM 103-3.0: Psychology of Crime and Deviance**

This course introduces the multidisciplinary field of criminology with a focus on psychophysiological, psychoanalytical, behavioural, cognitive, and biological explanations of criminal and deviant behaviour. Class discussion, lecture and readings will allow the student to apply various theories (psychoanalysis, positivism, constitutional, sociobiological, frustration-aggression, social learning, psychiatric/forensic, etc.) to enhance their understanding of crimes and crime prevention. This course discusses the similarities and differences across theories and research findings, and on the link between these and criminal justice policy and practice. (3,0,0)

**CRIM 131-3.0: Introduction to the Criminal Justice System**

This course is an overview of the structure and function of the Canadian Criminal Justice System. The role of victims, criminal law, justice guidelines, crime patterns and issues such as community based policing and corrections models, sentencing alternatives, young offenders, aboriginal justice, domestic abuse, tensions between crime control and individual's due process rights and equal treatment concerns will be examined. (3,0,0)

*Prerequisite:* CRIM 101.

**CRIM 135-3.0: Introduction to Canadian Law and Legal Institutions: a Criminal Justice Perspective**

This course provides a general introduction to the fundamental and competing principles of jurisprudence and to the basic legal institutions of Canada. Class discussion, lectures and assigned readings will allow the student to consider the history of Canadian Law, the development of the Canadian Constitution, the system of Canadian courts and the rules and responsibilities of members of the legal profession.

In addition, the course will consider the nature of legal reasoning and application, the doctrine of precedent and stare decisis, principles of statutory and interpretation and will also introduce the fields of contract, torts, Aboriginal law, administration law and family law. Finally, the course will examine the process of law reform in Canada. (3,0,0)

*Prerequisite:* None.

**CRIM 210-3.0: Law, Youth and Young Offenders**

This course introduces students to the study of young offenders and delinquency through a discussion of trends, patterns, and theories of behaviour. The course looks at the Youth Criminal Justice Act, its implications for young offenders and the public's growing concern about youth crimes. The main theories of 'delinquency' will be reviewed in conjunction with a review of the programs and services to deal with young offenders. The latter part of the class looks at controversial issues such as sexual abuse and prostitution, substance abuse and delinquency, runaway and homeless youth, and aboriginal youth in the justice system. (3,0,0)

*Prerequisite:* any 100 or 200 Level CRIM course.

**CRIM 213-3.0: Women and Crime**

This course will examine the history of women and crime and consider crime as constructed discourse with particular gendered implications. An examination of the Canadian social control apparatus and how, historically it has been used in relation to women as both offenders and as victims. Finally, a look at the criminal justice processing of women, with a focus on rural and Aboriginal peoples to illustrate how the conceptualization and response to crime reflects and reproduces our stratified social order. (3,0,0)

*Prerequisite:* CRIM 101 or CRIM 131.

**CRIM 230-3.0: Criminal Law in Canada**

This course introduces students to the nature, purpose, scope, sources and basic principles of criminal law in Canada. Topics include such fundamental legal concepts as mens rea, negligence and strict liability. Students will learn how to read sections of the Criminal Code of Canada to determine the basic elements of a criminal offence – the elements that must be established for an individual to be convicted of a crime. Legal principles relating to specific crimes, such as first degree murder and break and enter, will be covered. Major defenses to criminal charges will be discussed, with particular attention being given to the defense of "not criminally responsible by reason of mental disorder" (NCRMD). (3,0,0)

*Prerequisite:* CRIM 135.

## ECONOMICS

**ECON 111-3.0: Principles of Microeconomics**

A detailed study of sectors of the Canadian economy and of economic policies in Canada. Monetary and financial issues will be presented in various contexts and from various viewpoints. Traditional microeconomic theory of the firm, industrial organization, consumer and price behaviour, allocation of resources will be analyzed. (3,0,0)

*Prerequisite:* None

**ECON 112-3.0: Principles of Macroeconomics**

We will engage in an analysis and discussion of major concepts, theories, perceptions and policies related to how economic systems work, how wealth is created and distributed, why there are business cycles, how government intervention affects us, how markets work, why trade is important, why we speak of developed and underdeveloped areas. Theoretical tools and conceptual models from various schools of thought will be used as guidelines and will be tested for validity. (3,0,0)

*Prerequisite:* None

**ECON 220-3.0: Money and Banking**

Introduction to the workings of financial markets with special attention to the role of money and financial institutions such as banks, functioning of the financial system; money and what it does to financial instruments and their characteristics; consumer choices among financial instruments; what determines interest rates; role of financial institutions and their regulation; money supply process; and the Bank of Canada and the workings of monetary policy. (3,0,0)

*Prerequisite:* ECON 111/112 or ECON 150/151.



### ECON 222-3.0: Resources and the Economy of BC

This course will consider the role of natural resources in the BC economy. The economics of the province's major natural resources and the design of policies for their use will be analyzed. Topics include; overview of the BC economy; natural resources and the economy – macro and micro perspectives; examination of resource sectors; forests, fisheries, minerals and energy; and sustainable development in a resource-based economy. (3,0,0)

*Prerequisite:* ECON 111/112 or ECON 150/151.

### ENGLISH

#### ENGL 101-3.0: Introduction to Composition

In this course students develop necessary academic reading and writing skills. Basic composition skills are practiced through in-class and out-of-class assignments. There is a major focus on the academic research essay. (3,0,0)

*Prerequisite:* English 12 or ENGL 045 or 050 recommended.

#### ENGL 102-3.0: Introduction to Literature

This course is a survey of representative examples of literary production, including fiction, prose essays, poetry, drama and film. Composition skills are also practiced through the writing of critical essays on literature. (3,0,0)

*Prerequisite:* English 12 or ENGL 045 or 050 recommended.

#### ENGL 151-3.0: Technical Writing I

Methods and forms of technical writing, including letters, resumés, short reports, and communications with media. Lectures and exercises in grammar, vocabulary and style. (3,0,0)

*Prerequisite:* English 12 or ENGL 050.

#### ENGL 152-3.0: Advanced Technical Writing II

Advanced development of English communications skills for career and technical work settings. Applications include technical report writing, field notes, long technical reports, presentation skills, proposal writing and topics relevant to the professional work place. (3,0,0)

*Prerequisite:* ENGL 151

#### ENGL 201-3.0: English Literature – Beowulf to Neoclassicism

Survey of major writers in English literature from the Anglo-Saxon period, through the medieval, the Reformation, the Renaissance and Elizabethan, the civil strife of the 17th century, to the restoration period and the neoclassicism of the 18th century. (3,0,0)

*Prerequisite:* ENGL 101/102.

#### ENGL 202-3.0: English Literature – Romanticism to Present

Survey of major writers in English literature from the Romantics in the late 18th century, through the Victorians of the 19th century and into the 20th century with modernism and postmodernism to the present. (3,0,0)

*Prerequisite:* ENGL 101/102.

#### ENGL 203-3.0: Canadian Literature 1832-1914

The English Literature of Canada from the early 19th century to World War I. Reading and discussion of works by Susanna Moodie, Duncan Campbell Scott, Stephen Leacock and others. Written assignments based on the works read. (3,0,0)

*Prerequisite:* ENGL 101/102. (Course replaced by ENGL 267 in 2003)

#### ENGL 204-3.0: Canadian Literature 1914-1990

English literature of Canada from World War I to the present (including some French Canadian Literature in translation.) Written assignments based on the works read. (3,0,0)

*Prerequisite:* ENGL 101/102. (Course replaced by ENGL 267 in 2003)

#### ENGL 205-3.0: Literature and Classical Mythology

A study of Greek and Roman mythologies both in themselves and for their Artistic and ethical influence on the development of western literature. (3,0,0)

*Prerequisite:* ENGL 101/102

#### ENGL 206-3.0: Literature and the Bible

A study of the Bible as a work of literature, together with a consideration of how it has influenced the development of western literature. (3,0,0)

*Prerequisite:* ENGL 101/102

#### ENGL 207-3.0: Introduction to First Nations Literature in Canada

Study of First Nations literature in Canada, from the beginnings with the oral tradition to the present literary production in poetry, novels, essays and drama. Discusses the literature as it pertains both to the First Nations' experience in Canada and to the traditional and evolving concerns of literacy study. (3,0,0)

*Prerequisite:* ENGL 101/102

#### ENGL 208-3.0: Introduction to Multicultural Literature in Canada

Study of literature that reflects Canada's ideal of multiculturalism. The emphasis is on fiction and essays as an individual and social concern. History, law and ethics also direct this consideration of pluralism in literature. (3,0,0)

*Prerequisite:* ENGL 101/102

#### ENGL 209-3.0: Creative Writing I

Reading and criticism of student writing. Lyric poetry, short fiction, myths, autobiography, local history and journalism. (3,0,0)

*Prerequisite:* ENGL 101/102

#### ENGL 210-3.0: Creative Writing II

Continuation of ENGL 209. (3,0,0)

*Prerequisite:* ENGL 209

#### ENGL 211-3.0: Creative Writing II – Fiction

This is an introductory creative writing course with a focus on fiction. It includes exploring creative techniques through writing exercises, developing a writing portfolio, examining representative examples of current fiction, and researching writing markets. Students writing practice will include three short stories, workshopping other students' work and revising. (3,0,0)

*Prerequisite:* ENGL 101/102 and ENGL 209 recommended.

#### ENGL 212-3.0: Creative Writing II – Poetry

This is an introductory creative writing course with a focus on poetry. Students will explore creative techniques through writing exercises, developing a writing portfolio, examine representative examples of contemporary poetry, and research writing markets. Students writing practice will include writing a series of poems exploring different forms, workshopping other students' work and revising. (3,0,0)

*Prerequisite:* ENGL 101/102 and ENGL 209 recommended.

#### ENGL 224-3.0: Women and Literature I

Through study of several literary genres and feminist literary criticism, this course will examine the ways in which women are represented and have contributed to the literary tradition. Written assignments based upon the works read. (3,0,0)

*Prerequisite:* ENGL 101/102

#### ENGL 225-3.0: Women and Literature II

Continuation of ENGL 224. (3,0,0)

*Prerequisite:* ENGL 101/102

#### ENGL 267-3.0: Canadian Literature in English

This course covers the history of the development of literature in English in Canada. Emphasis is on periods, movements and writers, as well as issues of the times both regionally, nationally and internationally. All genres are introduced and surveyed, with representative readings. (3,0,0)

*Prerequisite:* ENGL 101/102

#### ENGL 270-3.0: Introduction to Children's Literature

This course covers several periods, genres and critical issues within the field of children's literature. It begins with a study of folklore and fairytales and goes on to verse, short stories and novels, primarily from Britain, Canada and the United States. (3,0,0)

*Prerequisite:* ENGL 101/102

#### ENGL 276-3.0: American Literature

The course introduces American literature to develop an understanding of its historical and current artistic, social, cultural, and political contexts and concerns. (3,0,0)

*Prerequisite:* ENGL 101/102

### FILM

#### FILM 101-3.0: Introduction to Film Studies

This course will present an overview of the 20th century film and will include the role of the audience in producing meaning; understanding film in social, political, economic, historical, cultural and technological contexts; film as Art form; the documentary; the treatment of women in film; Hollywood; world film; Canadian film; and music in film. (3,0,0)

*Prerequisite:* None

#### FILM 102-3.0: Modern American Cinema

The purpose of the course is to introduce students to the art and language of cinema. The overall goal is to teach students the styles and functions of various types of cinema, and to link the subject of art to the social, political, technological, cultural and economic movements of the late 20th century and early 21st century. (3,0,0)

*Prerequisite:* None

### FRENCH

#### FREN 101-3.0: Introduction to French I

French 101 covers basic grammar, composition, reading and oral communication. Together with French 102, it prepares students for university-level French or second-language requirements. (3,0,0)

*Prerequisite:* none

#### FREN 102-3.0: Introduction to French II

French 102 continues from French 101, covering basic grammar, composition, reading, and oral communication, to prepare students for university-level French or second-language requirements. (3,0,0)

*Prerequisite:* none

## GEOGRAPHY

**GEOG 110-3.0: People and the Environment**

As an introduction to Environmental Studies, this course provides a scientific overview of important global and local environmental problems. The course examines the major ecosystems of the world and considers how changes in human activities, technology and population growth affect the health of natural ecosystems. (3,0,0)

*Prerequisites:* None

**GEOG 111-3.0: Introduction to Human Geography**

This course provides an introduction of the various sub-fields of human geography. It provides a solid foundation for students who are interested in pursuing a career in urban planning, politics, economics, teaching and social sciences. Some of the topics examined include map use, populations and cultures, political systems, spatial behaviour, natural resources, urbanization and the nature of regions. (3,0,0)

*Prerequisites:* None

**GEOG 112-3.0: Environments and Planning**

This Environmental Studies course introduces the student to the concepts and processes of planning as a tool to address environmental issues. We will discuss what constitutes planning and will define its role in the development of sustainable communities and regions. The course will emphasize the participation of the public, politicians, resource managers and planners in the process of evaluation, decision making, development and management of urban and rural communities and natural resources. (3,0,0)

*Prerequisites:* None

**GEOG 150-3.0: Physical Geography I: Biogeography, Meteorology and Climatology**

An interesting overview of the physical environment and its relationship to human culture and impacts of human activities. Principal topics covered include cartography and remote sensing, meteorology, climatology, global environmental problems, and biogeography. Laboratory experience will focus on map skills and methods in meteorology and biogeography. Field trips to examine local features and to collect data are required and may be scheduled on weekends. (3,3,0)

*Prerequisites:* Grade 12, Geology 12 recommended

**GEOG 160-3.0: Physical Geography II: Geology, Geomorphology and Soils**

This course includes the study of landforms, geological processes, soils, and their impact on human culture. Emphasis is to be placed on the description of soils and landforms and the processes which form them. Examples from throughout the world are studied. Laboratory experience focuses on soils, fossils, map and air photo skills and field examinations of landforms. Field trips to examine local features and to collect field data are required and may be scheduled for weekends. (3,3,0)

*Prerequisites:* None

**GEOG 201-3.0: Environmental Climatology**

Environmental climatology is an examination of the boundary layer climate and its impact upon the microclimates of ecosystems throughout the world. Discussion includes both natural systems and modified features and examines the impacts of microclimatic changes initiated by human activities. Laboratories include methodology in measurement of microclimates and field trips to quantify microclimatic differences between ecosystems or associated with human modification of landscapes. (3,3,0)

*Prerequisites:* BIOL 101/102 and/or GEOG 150/160 or equivalent first year sciences.

**GEOG 202-3.0: Geography of Ecosystems**

Examination of the environmental factors that control the distribution and development of ecosystems, including climatic and geological change. The course emphasizes plant ecology, the structure and functioning of ecosystems, ecosystem strategies relative to soil and climatic conditions, and includes discussion of the effects of disturbance and management on natural and altered systems throughout the globe. Laboratories include investigations of ecosystem characteristics, biomass structures, soils and impacts of disturbance. Field trips, including one-day weekend surveys, may be held. (3,3,0)

*Prerequisites:* BIOL 101/102 and/or GEOG 150/160 or equivalent first year sciences.

**GEOG 203-3.0: Geomorphology**

This course is a comprehensive examination of the natural processes that are active in shaping the face of this and other planets. This course will emphasize the basic principles of geomorphology and will allow students to develop some of the skills that are necessary for field work in the environmental sciences. Local field trips and laboratory assignments are an important part of this course. Geomorphology is of particular relevance to students who intend to major in Geography, Geology, Forestry, Agriculture or Ecology. (3,3,0)

*Prerequisites:* GEOG 150/160

**GEOG 204-3.0: Spatial Analysis and Geographic Information Systems (GIS)**

Introduction to the theory and practical applications of analytic techniques used to study spatial information in geography and other disciplines. The types of spatial data that exist together with methods of collection in the field and analysis of spatial data using statistical methods are examined. Concepts associated with integrating spatial data in Geographic Information Systems (GIS) are presented as well as techniques used in planning and resource management. Laboratories emphasize gaining practical skills in analyzing spatial data with computers. This course is relevant to all students who deal with spatial information including those interested in Geography, Biology, Ecology, Forestry and Environmental Sciences. (3,3,0)

*Prerequisites:* GEOG 150 or GEOG 160 and CPSC 111.

**GEOG 207-3.0: Hydrology/Soils**

Examination in detail of hydrological processes and their relationships to ecosystem structures, soils and watersheds. Lectures, laboratories and field work will emphasize the impacts of natural processes, management and disturbance upon the hydrological balance and the characteristic reactions and properties of specific soil types to disturbance and hydrological changes. Methods of prevention of soil degradation and mass wasting associated with resource extraction are examined in detail in the lectures and laboratories/field work. (3,3,0)

*Prerequisites:* GEOG 150/160.

**GEOG 222-3.0: Economic Geography**

Economic Geography investigates the concepts, theories, and principles that determine the spatial arrangement and organization of economic activities and processes. A global approach is taken, emphasizing the interdependencies of local and regional economies within multinational settings, including the spatial patterns of economic success and the on-going processes of globalization. This course is set in the context of northwest British Columbia, and examines the roles that corporations play in resource extraction and local economies. Global processes will be contrasted with traditional First Nations economies, and, using regional examples, how communities and First Nations groups relate to and interact with economic processes. This course may include a field study component, which examines local industries as well as traditional economies. (3,0,0)

*Prerequisites:* 15 first year University Credit credits.

**GEOG 224-3.0: World Regional Geography**

A regional geographical exploration of the people, places and landscapes of the world's realms: Europe, Russia, Middle East, North Africa, Asia, Pacific, Sub-Saharan Africa, Latin America and North America. (3,0,0)

*Prerequisites:* 15 first year University Credit credits.

**GEOG 225-3.0: Regional Geography of British Columbia**

Using the concepts and methods of regional geography, this course examines British Columbia in terms of the patterns of its physical and human landscapes. The interaction of climate, geology, biogeography, history, resource utilization, settlement and economic activities are the foundation for discussion of the regions of BC and the relationship of the province to the remainder of Canada, North American Pacific Coast and the Pacific Rim. (3,0,0)

*Prerequisites:* 15 first year University Credit credits.

**GEOG 226-3.0: Regional Geography of Canada**

This regional geography course examines Canada in terms of the patterns of its physical and human landscapes. The interaction of climate, geology, biogeography, history, resource utilization, settlement and economic activities are utilized in the discussion of the regionalization of Canada and the resulting interregional and international relationships. (3,0,0)

*Prerequisites:* 15 first year University Credit credits. GEOG 225 strongly recommended.

## GEOLOGY

**GEOL 157-3.0: Introduction to Northwest Geology**

Introduction to this earth science with particular emphasis on the geology of the northwest. Topics to be studied will include the history and structure of the earth, rocks and minerals, ore deposits and economic minerals, fossils, volcanic geology, geology of the Northwest, glacial geology and origin of local landforms. Anticipated field trips may include trips to the Tseax lava flow, a local glacier, one or more mineralized areas, and a historical geology/regional structure trip. (3,3,0)

*Prerequisites:* None

**GEOL 158-3.0: Historical Geology**

A course dealing with the history of the earth and the development of life. Emphasis will be on the history of North America, especially the Mesozoic and Cenozoic histories of British Columbia. Topics will include geologic time, stratigraphy, sedimentation, correlation, plate tectonics, interpretation of geologic history, geologic maps, common fossils and their evolutionary patterns and processes of fossilization. Field work is required and will involve investigations of sedimentary rock units and fossil deposits in the Kitimat, Kalum and Bulkley Valleys. Field work and necessary laboratory work will be arranged on weekends. (3,3,0)

*Prerequisites:* None

## HISTORY

**HIST 103-3.0: Europe from the 1820's to the 1890's**

The course is designed as an introduction to the characteristic features of society, economics and politics. It will be a comparative analysis of structures and decision making in Britain, France, Germany and Russia and will emphasize relations between the rulers and the ruled. The revolutions of 1848, the formation of working class consciousness, the new imperialism of the late 19th century. (3,0,0)

*Prerequisites: None*

**HIST 104-3.0: Europe 1917 to 1948**

In the form of a comparative analysis this course will focus on major political and socio-economic developments in Germany, the Soviet Union and Italy. It will include discussion of salient aspects of communism, nationalism, socialism and fascism and of the background to the Second World War. (3,0,0)

*Prerequisites: None*

**HIST 105-3.0: Canada to the Mid-Nineteenth Century**

This course is the study of the birth of the Canadian nation up to the mid 1800s. An attempt will be made to make the more remote past of this country meaningful today. It will examine the interrelationship between native people and newcomers, the nature of French Canadian society and the politics of economic and social development in Quebec, Ontario, the Maritimes and the West. This course is both a political and social history of Canada. (3,0,0)

*Prerequisites: None*

**HIST 106-3.0: Canada Since the Mid-Nineteenth Century**

This course will study the growth of the Canadian nation from the mid 1800s to the present. It will examine some of the major events that affected the Canadian people and see how modern Canadian society developed. As well, it will look at some global events such as the World Wars, the Great Depression, the Cold War and the advent of the technological age and see how these events were experienced in Canada. (3,0,0)

*Prerequisites: None*

**HIST 201-3.0: Imperialism from the Mid-19th Century to the Present**

The course deals with a variety of notions, theories and analysis to find out about the historical origins and socio-political implications of empire building by European countries and the U.S. It will examine general policies and individual events in order to explain two World Wars, changes in the nature of society and the relations of developed with underdeveloped countries in the past and in the present. (3,0,0)

*Prerequisites: 1st Year History (6 credits) or 15 first year University Credit credits.*

**HIST 205-3.0: The History of Colonial Africa**

This course traces the history of European colonization in Africa. Beginning with early exploration and the slave trade, It will examine how the European powers slowly came to dominate the "Dark Continent". It will show how European colonization shaped Africa and assess the ultimate impact of colonization. Some time will be spent studying the problems plaguing Africa today including the AIDS plague, lack of economic development, cyclical revolution and environmental depletion. (3,0,0)

*Prerequisites: None*

**HIST 209-3.0: History of Native People of Canada**

Review of the history of Aboriginal People of Canada from the time of contact to today. Late pre-contact cultures, military alliances, treaties, land claims and settlements, comprehensive claims and self government will be discussed. The Indian Act will be dealt with in some detail. (3,0,0)

*Prerequisites: None*

**HIST 210-3.0: History of Western Canada**

Review of the political, social and economic history of the prairie provinces and British Columbia. Immigration, Native Peoples, industrial, agricultural and resource development will be discussed. Urbanization and transportation will be a focus. The development of regional protest political parties will be reviewed. (3,0,0)

*Prerequisite: None*

**HIST 213-3.0: History of British Columbia**

Survey of the social, economic, political and cultural development of British Columbia from 1700 to the present day. (3,0,0)

*Prerequisites: None*

**HIST 215-3.0: History of the United States to 1865**

A political, economic and social review of the events and forces that shaped the development of the United States from a colony through to a nation torn by Civil War. (3,0,0)

*Prerequisites: None*

**HIST 216-3.0: History of the United States After 1865**

History of the political, economic and social development of the United States in the late 19th and 20th centuries. (3,0,0)

*Prerequisites: None*

**HIST 231-3.0: Germany in the 20th Century**

Identify and analyze the driving forces in German society and politics under the Kaiser, in the Weimar Republic, under Hitler and in the two Germanies after 1945 and how major foreign powers attempted to deal with the German question. (3,0,0)

*Prerequisites: None*

**HIST 241-3.0: The Soviet Union, 1917-1990**

In this course we will be studying the rise and fall of the Soviet Union. We will begin with World War I and examine the conditions that led to the Bolshevik revolution and the Russian Civil War. We will study the society created by Lenin and Stalin, assessing its impacts, achievements and failures. Finally, we will trace the decline of the Soviet Empire through the Cold War until its final collapse in 1990. (3,0,0)

*Prerequisites: None*

**HIST 250-3.0: History of Latin America**

This course examines the history of Latin America from the voyages of Columbus to the modern era. Important topics include the collapse of the Aztec and Inca Empires, the establishment of the Spanish and Portuguese colonial systems, cultural collapse of the Latin American First Nations, the drive for independence and the development of Latin American countries. We will spend some time studying the challenges faced by modern Latin America including revolutions, slow economic development and the drug trade. (3,0,0)

*Prerequisites: None*

## JOURNALISM

**JRNL 101-3.0: Introduction to Journalism**

This course will present an overview of the history, ethics and practice of journalism by covering the interview, writing techniques, and story structure, general assignments, business, sports, entertainment, crime and politics; and freelance writing and the nature of ethical reporting. (3,0,0)

*Prerequisites: None*

## MATHEMATICS

**MATH 101-3.0: Calculus I: Differential Calculus**

Introduction to the fascinating theory and powerful techniques of calculus, tailored to the needs of students intending to major in science or engineering. The topics treated include limits, derivatives, techniques of differentiation, related rates, curve sketching, optimization, root finding, differentials, and trigonometric, logarithmic and exponential functions. (4,5,0,0)

*Prerequisite: C or better in Principles of Math 12 or MATH 111 or 0501/0502. Calculus 12 is recommended.*

**MATH 102-3.0: Calculus II: Integral Calculus**

Introduces the notion of integration, and applies the process to solve problems such as those of calculating the areas of regions with curved boundaries and the volumes of solids enclosed by curved surfaces, averaging quantities which vary in time, and determining completely specific expressions for functions when only relations among their rates of change are given. Students reaching the end of the course will be rewarded with a look at the theory of infinite series. (4,5,0,0)

*Prerequisite: C or better in MATH 101 or its equivalent.*

**MATH 111-3.0: Pre-Calculus I**

Includes all the algebra topics necessary for calculus including function algebra, graphing, polynomials and rational functions, logarithmic and exponential functions. (4,5,0,0)

*Prerequisite: Principles of Math 11 or MATH 0401/0402.*

**MATH 112-3.0: Pre-Calculus II**

This course is subsequent to MATH 111. Together with MATH 111 this course will provide the student with all the skills necessary to enrol in MATH 101. Topics include trigonometry, sequences and series, and analytic geometry. (4,5,0,0)

*Prerequisite: C or better in MATH 111.*

**MATH 115-3.0: Pre-Calculus**

This is a one-semester course designed to prepare students to take Calculus I. The content of the course includes topics from a typical Math 12 course which are the most relevant to Calculus. (3,0,0)

*Prerequisite: Principles of Math 11 or MATH 0401/0402 with a minimum grade of B or Principles of Math 12 or MATH 0501.*

**MATH 131-3.0: Introduction to Statistics**

Introduction to statistical methods. Persons completing the course will develop an understanding of the methods of statistics and facility with basic statistical techniques. Topics presented include descriptive statistics, probability and probability distributions, hypothesis testing, regression and correlation, analysis of variance and non-parametric statistics. (3,0,0)

*Prerequisite: Principles of Math 11 or Applications of Math 11 or MATH 0401/0402.*

**MATH 140-3.0: Finite Mathematics**

Includes linear programming, matrix algebra, mathematics of finance, basic probability and statistics. (3,0,0)

*Prerequisite: Applications of Math 12 or MATH 0501/0502, or "C+" in Principles of Math 11 or MATH 111 or MATH 0401/0402.*



**MATH 141-3.0: Calculus I for Social Services**

Introduction to mathematical techniques relevant to those students intending to major in commerce, economics and the social sciences. Topics presented include derivatives and rates of growth, techniques of differentiation, differentials, optimization, exponential, logarithmic and trigonometric functions, anti-derivatives. Not eligible for science credit. Students may not obtain credit for both MATH 101 and MATH 141. (3,0,0)

*Prerequisite:* Principles of Math 12 or MATH 111 or MATH 0501/0502.

**MATH 145-3.0: Calculus II for Social Sciences**

Integral calculus and its application, including differential equations and application to business and economics. Introduction to multi-variable calculus. (3,0,0)

*Prerequisite:* Calculus 12 or MATH 101 or MATH 141.

**MATH 190-4.0: Principles of Mathematics for the Elementary Teacher**

This course will help the prospective elementary teacher understand the mathematical principles of elementary level mathematics. Topics covered will include: sets, functions and logic, whole number, fractional number, and rational number systems, geometry, and probability and statistics. Students should note this is neither a skills nor a methods course. (4,0,0)

*Prerequisites:* Principles of Math 11 or MATH 0401/0402. Students may not take this course for science credit.

**MATH 235-3.0: Linear Algebra**

Mathematics 235 is an introductory course on vectors, matrices and linear equations with special emphasis on engineering applications. Topics in this course include: systems of linear equations, vector and matrix notation and operations, Gaussian elimination, determinants, vectors in n-dimensional space, dot and cross products, linear combinations of vectors, independence, subspaces, the concepts of basis and dimension, orthonormal bases for subspaces, the Gram-Schmidt algorithm, orthogonal matrices, eigenvalues, and eigenvectors, diagonalizable matrices, and symmetric matrices. Applications discussed include: least square, the pseudo-inverse, linear transformations, change of basis, application to computer graphics and application to stochastic matrices. (3,0,0)

*Prerequisite:* MATH 101.  
*Corequisite:* MATH 102.

**OCEANOGRAPHY****OCGY 208-3.0: Introduction to Physical, Chemical and Geological Oceanography**

This course introduces the history, methodology and fundamental principles of physical, chemical and geological oceanography. Some of the topics covered include: history and development of oceanography; methods; ocean basin structure; properties of sea water; salinity, temperature and density distributions; circulation; waves and tides; acoustics; the oceans and climates. (3,0,0)

*Prerequisites:* First year science.

**OCGY 209-3.0: Introduction to Biological Oceanography**

This course introduces the history, methodology and fundamental principles of biological oceanography. Some of the topics covered include: phytoplankton; zooplankton; benthic organisms; fisheries and aquaculture; marine sediments; marine resource and pollution of the sea. (3,0,0)

*Prerequisites:* First year science.

**OCGY 210-3.0: Methods of Monitoring the Marine Environments**

Introduction of the study of marine water quality monitoring and the problems associated with different types of marine pollution. Students will select a local marine site for study, and will plan, organize, and execute a short study of the site. Students develop the analytical laboratory skills essential in the field of water quality analysis. Emphasis will be placed on the use of instruments and other sampling equipment, sampling techniques, and basic analytical procedures in the laboratory. Students will write a concise technical report at the end of the course summarizing the findings of their project. (3,0,0)

*Prerequisites:* None  
*Corequisites:* OCgy 208, OCgy 209, CHEM 101, CHEM 102

**PHILOSOPHY****PHIL 101-3.0: Introduction to Philosophy**

Introduction to the basic study of philosophy. Among the core subjects are logic, morals and ethics and theories of knowledge and being. The study includes classical and contemporary philosophers, as well as issues such as ethnicity, abortion, sexuality and human rights. (3,0,0)

*Prerequisites:* None

**PHIL 102-3.0: Moral Philosophy**

Study of some of the basic writings in historical and contemporary moral philosophy. A major consideration is the development of human rights. Two fundamental questions guide this course: what is the good life; and, how do we decide that? (3,0,0)

*Prerequisite:* None

**PHIL 203-3.0: Philosophy and Literature**

A consideration of how philosophy and literature connect. This course emphasizes how literature is read philosophically, especially with regard to ethics. Historical and contemporary fiction is read together with theory on reading philosophically. (3, 0, 0)

*Prerequisite:* PHIL 101.

**PHIL 204-3.0: Philosophy and Social Sciences**

An examination of the philosophical foundations of the social sciences. The course surveys the history of thought that has shaped and continues to influence the development of the social sciences, including social, economic, and scientific topics, ideas of methodology; and leading figures such as Comte, Marx and Weber. (3,0,0)

*Prerequisite:* PHIL 101.

**PHIL 205-3.0: Philosophical Struggle in Religion**

This course contains the arguments around the existence of God and the formation, continuation, and occasional disintegration of religion. The context is historical, contemporary and global, examining various philosophical and cultural responses to divinity. (3,0,0)

*Prerequisite:* PHIL 101 or PHIL 102.

**PHIL 206-3.0: Philosophy of Science**

We see how philosophers and scientists think about the principles and work of science, and how the ethical background of the sciences (a.k.a. "natural philosophy") complements and justifies the empirical background. The approach is historical and comparative in discussing both the faith and the skepticism over science. (3,0,0)

*Prerequisite:* PHIL 101/102.

**PHYSICS****PHYS 101-3.0: Introduction to Physics I**

This course provides science and engineering students who have not taken Physics 12 with a general introduction to classical Physics. The topics surveyed in this course are vectors, Newtonian Mechanics, properties of materials and thermodynamics. The various physical laws, for example, Newton's universal law of gravity and conservation of mass, energy and momentum, will be discussed using the principles of calculus. However, problems and exams will not require calculus for their solutions. (3,3,0)

*Prerequisites:* Physics 11 or PHYS 040 and Principles of Math 11 or MATH 111 or MATH 0401/0402. (Principles of Math 12 or MATH 0501/0502 recommended.)

**PHYS 102-3.0: Introductory Physics II**

Continuation of the survey of classical physics begun in PHYS 101. The topics covered in this course are electricity and magnetism, waves and an introduction to modern physics. In the first topic, electrostatics, steady state currents and magnetism will be discussed while, in the second topic, waves on wires, sound waves and light waves will be considered. Finally, an introduction to relativity and quantum physics will be presented as the last topic. The concepts described in this course will be discussed using the principles of calculus. However, problems and exams will not require calculus for their solutions. (3,3,0)

*Prerequisites:* PHYS 101.

**PHYS 121-3.0: Advanced Physics I**

Will provide science and engineering students who have taken Physics 12 with a detailed investigation of Newtonian Physics. The topics covered in depth in this course are Newtonian Mechanics of few bodies, namely, thermodynamics. In the first topic, translational and rotational statics and dynamics will be discussed in terms of forces, torques and energy while, in the second, thermodynamics will be presented from the point of view of conservation of energy and atomic theory. The various physical laws will be discussed using the principles of differential calculus. Problems and exams will require differential calculus for their solutions. (3,3,0)

*Prerequisites:* Physics 12 or PHYS 050 and Principles of Math 12 or MATH 111 or MATH 0501/0502. (High school pre-calculus or calculus recommended.)  
*Corequisite:* MATH 101.

**PHYS 122-3.0: Advanced Physics II**

Continuation of the detailed investigation of classical physics begun in PHYS 121. The topics covered in depth in this course are electricity and magnetism, and waves. In the first topic, electrostatics and magnetism will be discussed from the point of view of forces and fields while steady state and time dependent currents will be presented using conservation of charge and energy. The second topic will consist of an in-depth study of waves on wires, sound waves and light waves based upon the properties of waves. The concepts described in this course will be discussed using the principles of differential and integral calculus. Problems and exams will require calculus for their solutions. (3,3,0)

*Prerequisites:* PHYS 121.  
*Corequisite:* MATH 102.

### PHYS 135-3.0: Engineering Mechanics-Dynamics

This course is designed for (although not restricted to) students wishing to pursue an Engineering degree. Topics include vector algebra, static equilibrium of particles and rigid bodies, and dynamics of particles and rigid bodies. Included for consideration are friction, impulse, momentum, work and energy. Emphasis is placed throughout on the analysis of practical mechanics problems using free-body diagram techniques. (3,0,0)

*Prerequisites:* PHYS 121 and MATH 101.

*Corequisites:* PHYS 122 and MATH 102.

### POLITICAL SCIENCE

#### POLI 101-3.0: Introduction to Political Science

This course is an introduction to the study of Political Science. We will study political concepts such as power, democracy and "politics" itself. We will trace history of political science and study the contributions of political philosophers from the ancient Greeks to the modern era. We will examine the political spectrum and the range of ideologies including liberalism, conservatism, communism and fascism. We will demonstrate how these concepts and ideologies are (or are not) relevant to Canada today. (3,0,0)

*Prerequisites:* None

#### POLI 102-3.0: Canadian Politics and Government

In this course we will study the Canadian political landscape and system. We will examine structures of the system including the Constitution, the electoral system, and Legislative procedures. As well, we will study the current Canadian political landscape including parties, recent election results and ongoing political issues. (3,0,0)

*Prerequisites:* None

#### POLI 203-3.0: International Politics

An introduction to the study of international politics. We will examine the existing international political system through the study of such topics as alliance systems, diplomacy, international norms and methods of negotiation. We will analyze many security issues in the world today including warfare, arms buildup and control, weapons of mass destruction and terrorism. (3,0,0)

*Prerequisites:* None

#### POLI 213-3.0: International Political Economy

This course continues the examination of international relations. We will discuss the international economic system, global economic development, currencies and trade. As well, we will study many international relations issues including population growth, environmental problems such as ozone depletion and global warming, disparities of wealth and resources, and the struggle for and against globalization. (3,0,0)

*Prerequisites:* None

### PSYCHOLOGY

#### PSYC 101-3.0: Introductory Psychology I

This course surveys models and theories relevant to the various sub-areas of psychology by examining the research psychologists have done and are doing. Specific topics this semester include perspectives and methods, biology of behaviour, human development, sensation, perception, consciousness, and conditioning and learning. The classes include lectures, structured experiences, discussions and audiovisual presentations. (3,0,0)

*This course should be followed by PSYC 102.*

#### PSYC 102-3.0: Introductory Psychology II

Continuation of PSYC 101. The classes include lectures, structured experiences, discussions and audiovisual presentations aimed at familiarizing the students with current psychological views. The specific topics this semester are memory, cognition, motivation, emotion, stress, personality, psychopathology, therapy and social psychology. (3,0,0)

*Prerequisites:* PSYC 101.

#### PSYC 201-3.0: Developmental Psychology I

If you would like to gain some insight into your own history and want to know more about what your life will be like as you grow through the adult years, the study of life-span development will be of interest to you. This is the first half of a two-semester second year elective course in psychology. Following an introduction to methods and theories and a review of genetics and prenatal development we will examine development in infancy, early childhood and middle childhood, from a physical, cognitive and psychosocial point of view. The focus will be on the normal growing process but some potential developmental problems will be discussed. Classes consist of lectures, discussions, audiovisual presentations and structured experiences. (3,0,0)

*Prerequisites:* PSYC 101 and 102.

#### PSYC 202-3.0: Developmental Psychology II

In this term the topics included are adolescence, early, middle and late adulthood. Each of these topics is viewed from a physical, cognitive and psychosocial point of view. The focus is on the normal process of growing but potential developmental problems will be reviewed. Classes consist of lectures, discussions, audiovisual presentations and structured experiences. (3,0,0)

*Prerequisites:* PSYC 101, 102 and 201.

#### PSYC 221 - 3.0: Abnormal Psychology and Therapy I

This course is for students interested in learning more about psychological disorders and therapy. Recommended for students who plan to work or are working in a mental health related setting. We start with a thorough examination of the historical antecedents, current theoretical perspectives, and assessment as they relate to abnormal psychology and therapy. This is followed by a review of some of the psychiatric disorders including perspectives on causes and treatment. Specific topics this semester include stress, health and adjustment disorders; personality disorders; anxiety disorders and; dissociative and somatoform disorders. (3,0,0)

*Prerequisites:* PSYC 101 and 102.

#### PSYC 222 - 3.0: Abnormal Psychology and Therapy II

Specific topics this semester include mood disorders and suicide, sexual and gender identity disorders, schizophrenic and other psychotic disorders, behaviour disorders of childhood and adolescence, methods of therapy and treatment, and contemporary ethical and legal issues. (3,0,0)

*Prerequisites:* PSYC 101, 102 and 221.

#### PSYC 232 - 3.0: Research Methods in Psychology

Introduction to basic research methods in psychology or the social sciences. Emphasis will be on the procedures and underlying logic of scientific inquiry. Topics include hypothesis testing, behavioural or psychological measurement, experimental and quasi-experimental designs, survey research, the relative advantages and limitations of quantitative and qualitative research strategies, and how to critically interpret research findings. (3,1.5,0)

*Prerequisites:* PSYC 101 and 102.

#### PSYC 233 - 3.0: Historical and Conceptual Foundations of Psychology

Will provide a historical background that is needed for an appreciation of psychology as an evolving profession and science. Persistent problems and new trends in psychology will be understood within the history of ideas. Psychology as both a reflection of, and contributor to, western culture, will be examined by reference to past thinkers addressing the unavoidable problems of psychology and philosophy. (3,0,0)

*Prerequisites:* PSYC 101 and 102.

### SOCIOLOGY

#### SOCI 101-3.0: Introductory Sociology I

Through a variety of sociological perspectives we will examine how different groups view the structure of society. Through brief lectures, audio visual presentation and small group discussions we will explore major topics in the discipline of sociology including culture, socialization, gender roles, aging, crime and deviance. (3,0,0)

*Prerequisites:* None

#### SOCI 102-3.0: Introductory Sociology II

Using a variety of sociological perspectives this course examines the major institutions of society and some of the major trends of modern society. Religion, minority groups, education, politics, urbanization, industrialization and social movements will form the basis of the course. (3,0,0)

*Prerequisite:* SOCI 101.

#### SOCI 205-3.0: Sociology of the Family

This course analyzes family structure in modern industrial societies. Topics include theoretical perspectives of family and family change, mate selection, marriage and divorce, gender roles and power within families, child-rearing, variant family forms, family law and policy issues related to family. (3,0,0)

*Prerequisite:* Introductory Sociology or Anthropology.

#### SOCI 206-3.0: The Family in Cross-Cultural Perspective

Through theoretical analyses and case studies this course makes cross-cultural comparisons to provide an understanding of variations in the structure and meaning of mate selection, marriage relations, forms of domestic organizations, child-rearing, the sexual division of labour, property and inheritance found in various social and economic content. (3,0,0)

*Prerequisite:* Introductory Sociology or Anthropology.

#### SOCI 207-3.0: Sociology of Labour

Analysis of how the Canadian working class has organized itself under capitalism in its various stages of development. This course will familiarize you with the impact of industrialization, uneven economic development, short and long term industrial growth. Quality of life, the Trade Union Movement and political consciousness will also be discussed. (3,0,0)

*Prerequisite:* None

### **SOCI 209-3.0: Canada: Differing Perspectives I**

This course examines Canadian social problems and developments from a sociological perspective, which includes differing social classes, regions and ethnic groups from across Canada. (3,0,0)

*Prerequisite: Introductory Sociology or Anthropology.*

### **SOCI 210-3.0: Canada: Differing Perspectives II**

This course emphasizes work patterns, incomes, education and levels of social and economic inequalities in Canada. (3,0,0)

*Prerequisite: Introductory Sociology or Anthropology.*

### **SOCI 250-3.0: Sociology of Deviance**

This course provides an examination of deviant behaviour as a social phenomenon. The course will use concrete examples of deviance to explain, analyze and assess traditional and modern perspectives of deviance. (3,0,0)

*Prerequisites: SOCI 101/102.*

### **SOCI 251-3.0: Crime and Society**

This course examines criminal behaviour in Canadian society from both a sociological and historical framework. Students will assess and examine various research methodologies and the framework of the criminal justice system. Readings and discussion will encourage specific examination of areas such as violent, property and corporate crime. (3,0,0)

*Prerequisites: SOCI 101 or 102*

## WOMENS STUDIES

### **WMST 101-3.0: Women in Canada**

This is an introductory course focusing on Canadian experience. Examinations of what constitutes the sources of history, Eurocentric, and androcentric traditions. Consideration of scholarship by and about women of diverse backgrounds from pre-contact to contemporary society are covered in this course. (3,0,0)

*Prerequisites: None*

### **WMST 102-3.0: Introduction to Women's Studies**

This is an interdisciplinary course integrating topics concerning women, gender and differences throughout the humanities, social sciences and natural sciences. Introduction to Women's Studies includes consideration of scholarship by and about women in the arts, literature, science, history, society, popular culture, politics and law. Examination and discussion of gender issues and construction of gender/roles will be emphasized. (3,0,0)

*Prerequisites: None*

The program is offered in Smithers and begins in April, through to the end of June. It operates on an intensive schedule over the three months. In addition to tuition fees there are also costs for food, lodging, equipment, rental, book and student fees. Students will also be responsible for providing their own equipment. Contact the college for current rates.

### Program Overview

Wilderness guiding is a fast-growing sector of the tourism industry, and the Wilderness Guiding Skills program is your stepping stone to an exciting new career. As individuals continue to seek active wilderness adventure vacations, this 90-day program is designed to meet the increasing demand for well-trained personnel in the guiding industry.

The early weeks of the program take place in an outdoor base camp in the beautiful Bulkley Valley in northwestern British Columbia. The camp provides an ideal setting for learning basic skills such as camp set-up, management and cooking. Practical skills to ensure comfort and safety are not only taught but also lived as students assume responsibility for all aspects of camp life. As the program progresses students move into the backcountry. In small groups they prepare for, conduct and conclude trips that simulate guiding excursions. This program is a comprehensive package of guiding skills, offered at a very competitive price.

The program is designed and taught by experts who are active in the industry. Under their instruction, students combine their spirit for adventure with the skills and confidence necessary to work in the guiding industry. They are introduced to basic guiding skills, consistent with the occupational standards of various wilderness guiding sectors. Skills taught include guest service, leadership, camp and trip operation, safety, survival and legal issues. Field trips simulate guiding excursions into northwestern BC's renowned wilderness.

Students are expected to participate fully in all required activities, including living and working with fellow students 24 hours per day. A percentage of the final mark will be based on overall participation. This intensive program is

very demanding of time, energy and personal space. While this makes the program more rewarding, it also means working as part of a team under intensive and sometimes adverse conditions.

In addition to being introduced to many new skills and knowledge, part of daily responsibilities will be the ongoing management of the entire camp (e.g. cooking, cleaning and maintenance). The program is physically, intellectually and emotionally demanding. Applicants entering into the program should be prepared to participate in field exercises in all types of terrain and weather conditions.

### Program Outline

The 90-day field school program leads to a NWCC Wilderness Guiding Skills Certificate.

CECO 110-4.0: Human Relations and Customer Service

CECO 162-3.0: Work Experience/Practicum

FAID 143-3.0: Wilderness First Aid

TOUR 164-0.5: Risk Management

TOUR 168-1.0: Foodsafe

WGS 102-2.0: Survival

WGS 104-3.0: Introduction to Wilderness Rescue

WGS 116-2.0: Lakewater Canoeing

WGS 118-6.0: Wilderness Travel

WGS 120-2.0: Backcountry Cooking

WGS 122-3.0: Camp Management Practicum

*Plus one of:*

WGS 108-3.0: Introduction to Mountaineering

WGS 110-3.0: Technical Hunting Skills

WGS 124-2.0: Backcountry Botany and Birds

*And one of:*

WGS 112-5.0: River Rafting

WGS 114-5.0: Angling Guide

### Career Opportunities

Graduates find employment with traditional guide outfitters, and as angling, canoeing, eco-tourism and rafting guides. Some have also ventured into their own businesses.



## Admission Requirements

Applicants are requested to indicate any disabilities that might affect their participation in the program. Applicants may also be required to participate in a pre-course interview, face-to-face or via telephone. Students entering this program should be prepared to participate in physically rigorous field exercises in all types of terrain and weather conditions. In order to participate in the entire program, applicants should be 19 years of age or older, proficient in the use of English and mathematics (recommended minimum of Grade 10 or equivalent), be a competent swimmer and be physically fit (medical assessment to be completed after acceptance).

In addition, applicants must provide:

1. Résumé
2. Personal letter outlining reasons for wanting to enter the program; past experience in wilderness activities, service-related employment and basic life skills.
3. Two letters of reference from people who are willing to state that they have read the program outline and believe that the applicant will be able to meet the program expectations.
4. Medical assessment.

## Course Descriptions

### CECO 110-4.0: (60 hours) Human Relations and Customer Service

This course is intended to provide the student with the essential leadership and people skills required for the delivery of a safe, professional and satisfying adventure product. Adventure Tourism guides must often take on several roles in their daily work. They are required to be not only proficient at their technical skills, but also a team motivator, leader, chef, planner, problem solver, comforter, humorist, botanist and all around great person. This course will identify the leadership, human relations and customer service skills that the students must master to augment their technical skills and, in turn, become well-rounded assistant guides.

*Prerequisite: English 10 or ENGL 030.*

### CECO 162-3.0: (70 hours) Work Experience/Practicum

Through participation in a work experience placement with a host adventure tourism operation, participants are provided with the opportunity to demonstrate the skills and knowledge base gained throughout the training period. As part of the mentor role, the employer will be charged with the responsibility of creating and monitoring a meaningful training plan for the participant as well as providing a supportive working environment where constructive performance evaluation is conducted. This role is critical in helping us meet our objective of participants securing employment in the adventure tourism industry.

*Prerequisites: Completion of WGS Program components.*

### FAID 143-3.0: (40 hours) Wilderness First Aid

This is the Canadian Red Cross Wilderness and Remote First Aid course. Included are CPR Level B, patient assessments, and how to treat injuries and illnesses in a remote setting without immediate access to emergency medical services.

*Prerequisites: Learners who take this course should be physically fit and have a willingness to help people in emergency situations.*

### TOUR 164-5: (9 hours) Risk Management

The delivery and continued success of all Adventure Tourism activities pivots around one focus, safety. The continuing viability of the Adventure Tourism Industry depends on a zero-tolerance approach to accidents and a philosophy of complete safety to eliminate real risk. Yet by the same token, the perceived risk found within these activities is one of the main attractions for the client. How then do we balance the perceived risk with real risk to meet customer expectations and remain accident free? This module will aim to answer this question through an analytical process of identification, assessment and management strategies for risk.

*Prerequisites: English 10 or ENGL 030 and Applications of Math 10 or Principles of Math 10 or MATH 0301/0302.*

### TOUR 168-1: (10 hours) Foodsafe

This course is designed to provide a high level of sanitation training for workers in the food industry. The course content includes microbiology, food borne illness, food preparation, protection, transport and storage.

*Prerequisites: None*

### WGS 102-2.0: (32 hours) Survival

This course teaches students basic and advanced skills in wilderness survival. Topics include, medical care, shelters, fire building, food and water, survival kits, navigation, signalling, the psychology of being lost, equipment and clothing.

*Prerequisite: None*

### WGS 104-3.0: (40 hours) Introduction to Wilderness Rescue

This course includes the Swiftwater Rescue Technician Level I certification as well as Basic Search Procedures. Topics include hazard awareness and avoidance, operational safety as it relates to decision-making, self-rescue and third party rescue, and job task efficiency and effectiveness. This course will also cover the philosophy of rescue, an overview of the Provincial Emergency Program, search theory, the physiognomy of a lost person and the basics of tracking.

*Prerequisite: None*

### WGS 108-3.0: (50 hours) Introduction to Mountaineering

This course will introduce students to the equipment and skills needed to travel safely in the mountains. Topics include snow and glacier travel, mountain navigation, hazard assessment and mountaineering techniques. The course will conclude with the ascent of a local peak.

*Prerequisite: WGS 104.*

### WGS 110-3.0: Technical Hunting Skills

This course will introduce students to skills specific to the hunting industry by covering meat and trophy care, skinning, tracking and spotting, regulations and the use of binoculars and scopes.

*Prerequisite: None*

### WGS 112-5.0: (104 hours) River Rafting

This course will prepare students for the BC River Rafting Guide examination. Topics include use of rafting equipment, repairs and maintenance, understanding of rafting techniques and the river environment, river dynamics, rafting operations, river rescue and regulations. Emphasis will be placed upon oar endorsement and expeditions.

*Prerequisite: WGS 104.*

### WGS 114-5.0: (104 hours) Angling Guide

This course will give the student the requisite skills for employment as an entry-level angling guide. Topics include a wide range of angling methods (fly, gear, etc.), techniques for river and lake angling, watercraft operation, repair and maintenance, habitats of freshwater and anadromous fish, entomology, fly tying and knots, angling equipment and water safety.

*Prerequisite: None*

### WGS 116-2.0: (32-40 hours) Lakewater Canoeing

This course will include the Recreational Canoeing Association of BC (RCA) Lakewater Level I-IV certification covering such topics as theory, strokes, rescue and the logistics of overnight canoeing.

*Prerequisite: None*

### WGS 118-.6: (184 hours) Wilderness Travel

This course covers fundamentals of trip planning, logistics involved in leading and organizing various types of backcountry trips (i.e. hiking, by canoe, etc.), meal planning, route selection, safety plans, contingency plans, environmental concerns and regulations.

*Prerequisites: None*

### WGS 120-2.0: (60 hours) Backcountry Cooking

This course is designed for backcountry cooking and cooking in an industrial kitchen (as it relates to wilderness guiding). Topics to be covered include technique, nutrition, menu planning, dehydrating foods, cooking styles (for rafting, base-camp hiking, campfire), packing, camp stove use and dutch oven use.

*Prerequisites: None*

### WGS 122-3.0: (160 hours) Camp Management Practicum

This course covers a wide variety of backcountry camp set-ups in a variety of settings. Topics include, establishment and management of a camp, low impact camping standards, variety in ecosystems and areas, camp layouts, camp hygiene, site selection, safety and environmental sensitivity.

*Prerequisites: None.*

### WGS 124-2.0: (30 hours) Backcountry Botany and Birds

This course is designed to cover the identification of wildflowers and other native plants as well as birds in a creative way, guide book use, plant biology, traditional plant use by First Nations peoples, bird behaviour and habitat use.

*Prerequisites: None*

The program begins in September at the Terrace Campus. At time of printing Trades Programs are under review.

### Program Overview

The Automotive Repair Technician Certificate program is designed to prepare students with the entry-level skills required for employment in the automotive service industry. The curriculum provides a solid foundation for career advancement and specialization in the field and is equivalent to the first level apprenticeship technical training.

The program will give access and advanced standing to secondary school graduates of Career Preparation programs, and learners with prior learning and relevant experience.

### Program Outline

The 37-week program is competency based, and runs Monday through Friday for six hours per day. In addition to covering all the theory and practical components necessary for the first year Automotive Service Technician Certificate, the program provides a complement of additional valuable skills.

### Career Opportunities

Graduates can expect to find employment as automotive service technician apprentices, lube technicians, tire repair technicians, parts persons, brake and muffler installers, or other entry-level positions in the Automotive Sales and Service Industry.

### Admission Requirements

1. English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED
2. Successful completion of a Northwest Community College Trades assessment, or
3. Permission of Instructor.

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course prerequisites and/or does not attain the required threshold on entry assessments. See the "Admission and Registration" section on the Web site for details on this policy.

Note: Learners should be aware that many employers require Grade 12 completion.

We encourage Trades learners to enhance their employability by enrolling in Level I First Aid. First Aid courses are scheduled throughout the year.

### Fees

In addition to the Fees outlined in the Fees section, the following additional costs apply:

1. C.S.A. approved safety footwear (WCB regulations) and eye, hearing and head protection.
2. Purchase of necessary learning resources (available at College Bookstore).

Learners are also required to purchase tools, classroom supplies, and appropriate clothing.

### Course Descriptions

- Applied Math
- Safe Work Practices
- Introduction to Computers
- Technical Communications
- Oxy-acetylene Cutting, Welding and Brazing
- Service Wheels, Hubs, Tires and Bearings
- Service Frames and Suspension Systems
- Test and Service Manual and Power Steering Systems
- Test and Service Brake Systems
- Test and Service Gasoline Engines
- Test and Service Diesel Engines
- Test and Service Cooling Systems
- Test and Service Exhaust Systems
- Test and Service Engine Lubrication Systems
- Test and Service Drive Lines
- Test and Service Drive Axles and Transmissions
- Test and Service Electrical Systems
- Test and Service Emission Control Systems
- Test and Service Fuel Systems
- Test and Service Electronic Engine Controls
- Test and Service Clutches, Standard Transmissions, Transaxles and Manual Overdrives
- Test and Service Transfer Cases
- Test and Service Automatic Transmissions
- Test and Service Air Conditioning Systems



There are two intakes per year at the Terrace Campus in September and February. At time of printing Trades Programs are under review.

### Program Overview

The Carpentry Certificate program is designed to prepare students with the entry-level skills required for employment in the carpentry trade. The curriculum provides a solid foundation for career advancement and specialization in this field and is equivalent to the first level apprenticeship technical training.

The program will give access and advanced standing to secondary school graduates of Career Preparation programs, and learners with prior learning and relevant experience.

### Program Outline

The 16-week program is based on a major practical project, such as the building of a foundation and a frame for a house. The frame in this project may be either standard platform or timber frame construction. The program may also include building of garden sheds, garages, small cabins etc, and as such, students must be prepared to participate in class projects in an outdoor environment.

### Career Opportunities

The work of a carpenter includes concrete formwork, wall and roof framing, and interior and exterior finishing. Carpenters have opportunities to work in residential, commercial, light industrial or heavy construction fields in the areas of new construction, renovations and maintenance. Carpenters can go on to become foremen, estimators, building inspectors, site superintendents or instructors.

### Admission Requirements

1. English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED
2. Successful completion of a Northwest Community College Trades assessment, or
3. Permission of Instructor.

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course prerequisites and/or does not attain the required threshold on entry assessments. See the "Admission and Registration" section on the Web site for details on this policy.

Note: Learners should be aware that many employers require Grade 12 completion.

We encourage Trades learners to enhance their employability by enrolling in Level I First Aid. First Aid courses are scheduled throughout the year.

### Fees

In addition to the Fees outlined in the Fees section, the following additional costs apply:

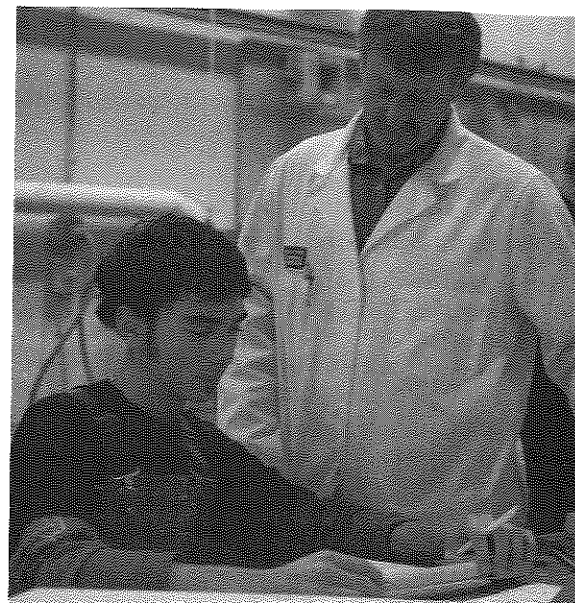
1. C.S.A. approved safety footwear (WCB regulations) and eye, hearing and head protection.
2. Purchase of necessary learning resources (available at College Bookstore).

Learners are also required to purchase tools, classroom supplies, and appropriate clothing.

### Course Descriptions

#### ENTRY LEVEL TRADES CERTIFICATE FOR CARPENTRY

- Math for Carpenters
- Description of the Carpenter Trade
- Use of Safe Work Practices
- Use of Hand Tools
- Use of Portable Power Tools
- Use of Survey Instruments
- Use of Rigging and Hoisting Equipment
- Use of Site Layout
- Building Concrete Formwork
- Framing Residential Housing
- Use of Special Construction Features
- Building Cabinets and Apply Plastic Laminate
- Introduction to Computers
- Technical Communications
- Interpretation of Drawings and Specifications





The Culinary Arts program is available at the Terrace Campus and starts in September. At time of printing Trades Programs are under review.

## Program Overview

Northwest Community College is currently the only public post-secondary institution offering a two-year Culinary Arts program. Our program offers a one-year certificate or two-year diploma option. Each of these levels are stepping-off points from which students can begin work toward journeyman status.

This program is offered at the Terrace Campus of NWCC and students are fully integrated into the operations of the campus cafeteria. From the first day students are preparing and serving meals to campus staff, students and community members. Throughout the year there are many events and functions that expose students to a wide variety of food preparation, presentation and service from the short-order line cook meals of a cafeteria to event catering and fine dining that serves between 25 – 900 people at a time.

## Program Outline

### CULINARY ARTS CERTIFICATE

Over a 10-month period this credential option provides students with the skills and knowledge needed for a career as an apprentice cook, or entrance into the Diploma program. Communications, interpersonal skills, decorum, professional ethics and standards will be a continuous goal throughout the program to ensure students are adaptable to the many expectations of today's hospitality industry.

The certificate option is ideal for individuals who wish to train for employment as a cook or cook's assistant in all phases of the food catering industry and has a very high job placement rate.

The certificate credential is comprised of three levels of training.

- Level 1 Basic Core, 400 hours
- Level 2 Advanced Cooking, 400 hours
- Level 3 A la Carte, Banquet and Specialty Cooking, 400 hours

All levels will include training in the areas of:

- Vegetables and Starch Cookery
- Meats and Poultry Cookery
- Seafood Cookery
- Stocks, Soups and Sauces Cookery
- Meat, Poultry and Seafood Cutting
- Cold Kitchen
- Baking and Desserts
- Basic Food Service and Kitchen Management
- Egg and Breakfast Cookery
- Safety, Sanitation and Equipment - Level 1 only
- Health Care/Cook Chill

*During this time students will also be completing 50 hours of work practicum experience.*

### THE CULINARY ARTS DIPLOMA

The eight-month Diploma program will build on the knowledge gained in the certificate level. Students will learn more specialized skills in food preparation and delivery. First Nations cuisine will be featured with students learning to make traditional meals and dishes. Focus will be on improving culinary skills while introducing the management, supervision, and business applications associated with restaurant operations. A significant work practicum component is included that will place students within food and beverage operations from within the northwest and around the province.

CLAR 200 Food and Beverage Cost Control

CLAR 201 International Cuisine

CLAR 202 Cold Buffet / Culinary Design

CLAR 203 Patisserie I

CLAR 204 Food and Beverage Service I

CLAR 205 Culinary Leadership

CLAR 206 Culinary Management

CLAR 207 Culinary Computer Applications

CLAR 208 Contemporary Cuisine

CLAR 209 First Nations Cuisine

CLAR 210 Patisserie II

CLAR 211 Food and Beverage Service II

CLAR 212 Work Practicum

CLAR 214 Interprovincial Red Seal Journeyman Exam Preparation

CLAR 215 English for Careers

CLAR 216 Interpersonal Communications

## Career Opportunities

Successful graduates of NWCC's Culinary Arts program are in high demand in the tourism and hospitality industry, as well as with industry and resource companies. Students have been employed in local restaurants, five-star fishing lodges, on Cruise Ships, and with various catering outlets.

Completion of the Culinary Arts Certificate is the first step in securing journeyman status and will allow students to secure an apprenticeship position in hotels and restaurants under a journeyman cook. To complete their journeyman status students will have to apprentice and attend a college with apprenticeship training for another two years or more.

Graduates with a Culinary Arts Diploma will be equivalent to a third year apprentice. Students will be prepared to write the Journeyman Interprovincial Exam enabling them, with the required additional work experience hours, to become a journeyman chef and obtain their Interprovincial Red Seal Certification.

More information on this occupation can be found at BC Industry Training Authority or BC Work Futures Web sites.

## Admission Requirements

### CERTIFICATE ADMISSION REQUIREMENTS

- English 10 or ENGL 030
- Applied Math 10 or Math 0301/0302
- Food Safe Level 1
- Occupational First Aid Level 1

### DIPLOMA ADMISSION REQUIREMENTS

- Northwest Community College Culinary Arts Certificate
- Food Safe Level 2

## Fees

In addition to the Fees outlined in the Fees and Refunds section, students must:

1. Supply shoes, which conform to Workers' Compensation Board regulations.
2. Purchase a set of knives, uniforms and required supplies.
3. Pay a cleaning fee of \$2.50/week.

*\*First year books cost approx. \$600.00*

*\*Second year books cost approx. \$800.00*

*\*Subject to change*

## Course Descriptions:

### CULINARY ARTS DIPLOMA

#### CLAR 200-1.5: Food and Beverage Cost Control

This course provides a systematic process of resource control used to reduce costs in food and beverage operations. The principles and procedures involved in an effective food and beverage control system will be examined in detail, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, and labor cost control. Computerized food cost control methods will also be examined.

#### CLAR 201-3.0: International Cuisine

This is an advanced course in food preparation that focuses on our ever-changing world through the exploration of several diverse ethnic groups. Preparation of authentic and modified food products will provide opportunities for students to attain skill mastery, address nutritional aspects of different cuisines, examine food industry trends, and develop broader insights and understanding of groups different from themselves.

#### CLAR 202-3.0: Cold Buffet / Culinary Design

This is an advanced course in food preparation that focuses on the preparation and presentation of specialty foods and garnishes from the cold kitchen. Content includes specialty salads and dressings, specialty sandwiches, canapés, hors d'oeuvres, and charcuterie. Special emphasis will be placed on modern food decorating and arranging techniques as they apply to everyday food presentation, buffet presentation and show platters.

#### CLAR 203-1.5: Patisserie I

This is an advanced course in food preparation that focuses on the detailed methods and creative design concepts for preparing classical and contemporary desserts and pastries. Skill is gained in mixing, making up, baking and finishing of traditional and modern products. Lab experiences include marketing, merchandising and service of baked goods.

## CLAR 204-1.5: Food and Beverage Service I

This course provides culinary students with the basic skills, knowledge and attitudes required of food and beverage servers. Students will perform a wide range of service tasks required in most food and beverage establishments as well as interacting and communicating with guests. Manual and computerized cash systems will also be introduced.

## CLAR 205-1.5: Culinary Leadership

This advanced course provides students with the opportunity to learn and practice fundamental leadership skills as they apply to a modern industrial kitchen. The student gains experience in the daily supervision and leadership of the kitchen and server under the Instructor's supervision. Methods of recruiting, selecting and evaluation of personnel are covered, as well as communication and team building.

## CLAR 206-1.5: Culinary Management

This course focuses on the fundamental managerial processes essential to a smooth running, profitable food service facility. The student gains realistic experience by writing foodservice specifications based on general purchasing methods, requirements, procedures and ethics. The importance of controlling portions, inventories and costs and their affect on menu pricing are also explored. Hands-on training in menu planning/costing and a basic understanding of fundamental supervisory skills are included, as are computerized inventory and costing methods.

## CLAR 207-1.5: Culinary Computer Applications

This course provides an introduction to computers and the most commonly used computer applications. The computer is a tool that is being used in almost every job in the information age, and the food and beverage sector of the economy is no exception. This course will assist students in understanding how computers can be used to automate some tasks done on a routine basis.

## CLAR 208-3.0: Contemporary Cuisine

This is an advanced course in food preparation that focuses on modern restaurant cookery and presentation techniques. Students will learn to utilize concepts of classical cooking to meet today's lighter dining requirements using a traditional brigade system. Emphasis is placed on creativity, timing, organization and teamwork.

## CLAR 209-3.0: First Nations Cuisine

This is an advanced course in food preparation that celebrates the unique cuisine of local First Nations peoples. Areas studied include cultural food customs, flavoring principles and cookery styles. Typical First Nations food products and dishes will be prepared within the context of classical cookery methods. Indigenous plant identification, harvesting, and preparation techniques will be explored through field trips with expert First Nations guides. Students will also learn traditional methods of cutting, processing, curing and smoking game and seafood from local First Nations experts.

## CLAR 210-1.5: Patisserie II

A continuation of Patisserie I (CLAR 203), this advanced course in food preparation focuses on the detailed methods and creative design concepts for preparing classical and contemporary desserts and pastries. The student learns to prepare and garnish restaurant and component style desserts. Chocolate work and sugar showpieces are also covered. Lab experiences include marketing, merchandising and service of baked goods.

## CLAR 211-1.5: Food and Beverage Service II

A continuation of Food and Beverage Service I (CLAR 204), this course reinforces necessary front-of-the-house service skills that heighten the dining experience of customers. Practical experience in merchandising and customer relations is gained through actual server assignments. Students will also operate a basic computerized cash (POS) system to order food, handle guest payments and cash out.

## CLAR 212-3.0: Work Practicum

This course provides on-the-job experiences designed to assist the student in developing occupational effectiveness. Under a qualified journeyman cook, students perform assigned responsibilities as an employee, follow employer's policies, keep a record of time worked and secure an employee evaluation.

## CLAR 214-0.5: Journeyman Exam Preparation

This course provides guidance that will prepare students to challenge the BC Journeyman Cook Trade Qualification exam. While essentially a self-study course, lecture time will be spent reviewing essential technical terms and procedures covered in Levels I, II and III.

## CLAR 215-2.0: English for Careers

English for Careers is an applied English course intended to prepare students to communicate accurately and grammatically, both orally and in writing. Reading materials and writing assignments will be selected for their relevance to the career students are studying for.

## CLAR 216-2.0: Interpersonal Communications

This course is designed to prepare students to communicate effectively with supervisors, colleagues and customers at work. In a workshop setting, students will learn about, practice and apply appropriate body language, oral communication, response to criticism, assertiveness techniques, cross-cultural awareness, instruction clarification, etc. Learning will be facilitated through presentation, modeling, group discussion, instructor and peer feedback, video playback, etc.

The program is offered at the Prince Rupert campus, begins in September and runs until May. At time of printing Trades Programs are under review.

## Program Overview

The Electrical program prepares students for entry level positions as "Electrical Work" apprentices with electrical contracting companies involved in residential, commercial and industrial construction and maintenance. Graduates might also find positions with manufacturing and resource development firms (mining, oil & gas, forestry, etc.).

## Program Outline

The 37 week program is competency based with classes and shop time scheduled six hours/day, Monday – Friday. The program delivers the complete theoretical and practical outcomes of the provincially accredited Level I Electrical Work apprenticeship program.

ELTR 100-10.0 Electrical Fundamentals

ELTR 101-10.0 DC Circuit Analysis

ELTR 102-7.0 Electromagnetism and Applications

ELTR 103-10.0 Meters and Test Equipment I

ELTR 104-7.0 Prints and Drawings

ELTR 105-7.0 AC Motor Control I

ELTR 106-10.0 Electrical Code and Wiring I

ELTR 107-7.0 Industrial Power Electronics I

## Career Opportunities

A growing need for electricians has been identified in northwestern BC as resource development opportunities increase and older workers begin to retire from existing positions in established industries.

## Admission Requirements

1. English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED
2. Successful completion of a Northwest Community College Trades assessment, or
3. Permission of Instructor.

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course prerequisites and/or does not attain the required threshold on entry assessments. See the "Admission and Registration" section on the Web site for details on this policy.

Note: Learners should be aware that many employers require Grade 12 completion.

We encourage Trades learners to enhance their employability by enrolling in Level I First Aid. First Aid courses are scheduled throughout the year.

## Fees

In addition to the Fees outlined in the Fees section, the following additional costs apply:

1. C.S.A. approved safety footwear (WCB regulations) and eye, hearing and head protection.
2. Purchase of necessary learning resources (available at College Bookstore).

Learners are also required to purchase tools, classroom supplies, and appropriate clothing.

## Course Descriptions

### ELTR 100-10.0: Electrical Fundamentals

This course will cover topics on the concepts of work, power and energy, machine applications, electrical circuit components and principles of electricity.

*Prerequisites: Essentials of Math 10 or MATH 0301 and English 10 or ENGL 030 or GED or successful completion of the CAT III Assessment Test.*

### ELTR 101-10.0: DC Circuit Analysis

This course will cover the analysis of different types of circuits and conductors.

*Prerequisites: Essentials of Math 10 or MATH 0301 and English 10 or ENGL 030 or GED or successful completion of the CAT III Assessment Test.*

### ELTR 102-7.0: Electromagnetism and Applications

This course will cover the principles and applications of electromagnetism.

*Prerequisites: Essentials of Math 10 or MATH 0301 and English 10 or ENGL 030 or GED or successful completion of the CAT III Assessment Test.*

### ELTR 103-10.0: Meters and Test Equipment I

This course will cover the features of analytical meters and the use of meters for measurement.

*Prerequisites: Essentials of Math 10 or MATH 0301 and English 10 or ENGL 030 or GED or successful completion of the CAT III Assessment Test.*

### ELTR 104-7.0: Prints and Drawings

This course will cover the reading and interpretation of working drawings and sketches, and electrical drawings.

*Prerequisites: Essentials of Math 10 or MATH 0301 and English 10 or ENGL 030 or GED or successful completion of the CAT III Assessment Test.*

### ELTR 105-7.0: AC Motor Controls I

This course will cover the connection and testing of the manual and magnetic motor starters.

*Prerequisites: Essentials of Math 10 or MATH 0301 and English 10 or ENGL 030 or GED or successful completion of the CAT III Assessment Test.*

### ELTR 106-10.0: Electrical Code and Wiring I

This course will cover the Canadian Electrical Code, Safe Work practices and residential wiring practices.

*Prerequisites: Essentials of Math 10 or MATH 0301 and English 10 or ENGL 030 or GED or successful completion of the CAT III Assessment Test.*

### ELTR 107-7.0: Industrial Electronics I

This course will cover the connecting and testing of semiconductor diodes and the features of junction transistor.

*Prerequisites: Essentials of Math 10 or MATH 0301 and English 10 or ENGL 030 or GED or successful completion of the CAT III Assessment Test.*



The program is offered from September to May at the Terrace Campus. At time of printing Trades Programs are under review.

## Program Overview

The Heavy Duty / Commercial Transport Repair Mechanic Certificate program is designed to prepare students with the entry-level skills required for employment in the trade. The curriculum provides a solid foundation for career advancement and specialization in this field and is equivalent to the first level apprenticeship technical training.

The program will give access and advanced standing to secondary school graduates of Career Preparation programs, and students with prior learning and relevant experience.

Heavy Duty Mechanics and Commercial Transport Mechanics trade designations are best separated by identifying Heavy Duty Mechanics as off-road mobile equipment mechanics, and Commercial Transport Mechanics as on-road mobile equipment mechanics. Both trades are required to be able to troubleshoot, repair and maintain all aspects of mobile equipment. Thorough knowledge of electronics, hydraulics and mechanical components are necessary to be a qualified mechanic.

## Program Outline

The 37-week, entry-level program is competency based, and runs Monday to Friday from September to April. In addition to covering all the theory and practical components necessary for the first year Heavy Duty and Commercial Transport Apprenticeship certificate, the program provides a complement of additional valuable skills.

## Career Opportunities

Graduates of this program could find employment as apprentices and helpers in mobile equipment dealerships and industry of any kind.

Note: Having both a Heavy Duty Mechanic Certificate and a Commercial Transport Repair Mechanic Certificate enhances your employability. You can complete both Certificates in one September through May term.

## Admission Requirements

1. English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED
2. Successful completion of a Northwest Community College Trades assessment, or
3. Permission of Instructor.

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course prerequisites and/or does not attain the required threshold on entry assessments. See the "Admission and Registration" section on the Web site for details on this policy.

Note: Learners should be aware that many employers require Grade 12 completion.

We encourage Trades learners to enhance their employability by enrolling in Level I First Aid. First Aid courses are scheduled throughout the year.

## Fees

In addition to the Fees outlined in the Fees section, the following additional costs apply:

1. C.S.A. approved safety footwear (WCB regulations) and eye, hearing and head protection.
2. Purchase of necessary learning resources (available at College Bookstore).

Learners are also required to purchase tools, classroom supplies, and appropriate clothing.



### Course Descriptions

#### ENTRY LEVEL TRADES CERTIFICATE FOR HEAVY DUTY MECHANIC

- Applied Math
- Technical Communications
- Introduction to Computers
- Use Safe Work Practices
- Describe the Heavy Duty Mechanics Trade
- WHMIS
- Use Hand Tools and Shop Equipment
- Lift Loads
- Use Fasteners and Fittings
- Cut, Weld, Braze and Solder Metals
- Operate Equipment
- Service Winches/Working Attachments
- Service Brake Systems
- Service Hydraulic Systems
- Overhaul Diesel Engines
- Select Lubricants and Fluids
- Service Engine Support Systems
- Service Air Conditioning
- Service Gasoline and Alternate Fuel Systems
- Service Diesel Fuel Systems
- Service Electrical and Electronic Systems
- Service Drive Axles and Drive Lines
- Service Standard Transmission Systems
- Service Bearings and Seals
- Service Track Type Equipment
- Service Wheel Type Equipment
- Service Pneumatic Systems



### Program Outline

The program runs for approximately 37 weeks. In addition to covering all the theory and practical components necessary for the first year apprenticeship theory, the program provides a complement of additional valuable skills.

MILLW 100-2.0	Introduction to Trade and Safe Work Practices
MILLW 101-2.0	Measurement and Layout
MILLW 102-8.0	Hand Tools and Shop Equipment
MILLW 103-10.0	Trade Math and Science
MILLW 104-2.0	Fasteners and Fittings
MILLW 105-2.0	Metallurgy
MILLW 106-8.0	Cut, Weld, Braze and Solder Metals
MILLW 107-2.0	Lubrication
MILLW 108-8.0	Support Machines
MILLW 109-4.0	Fluid Power
MILLW 110-2.0	Pneumatics
MILLW 111-2.0	Service Electrical and Electronic Systems
MILLW 112-8.0	Machine Components
MILLW 113-8.0	Machine Installation and Rigging

### Career Opportunities

A career as a Millwright has a promising future. Millwrights are highly skilled people sought by industrial mining, manufacturing, processing, and forestry employers. There is an expected significant increase in employment over the next ten years due to growth in industry and the retirement of older workers.

Graduates of this program could find employment as Apprentices and helpers in pulp, paper or lumber mills, mines, industrial processing plants, or in complex service departments of Industrial Repair Shops of any kind.

The program begins September at Terrace Campus. Students may apply at any time and are admitted as space permits. At time of printing Trades Programs are under review.

### Program Overview

The Millwright / Industrial Mechanic program is designed to prepare students with the entry-level skills required for employment in the trade. The curriculum provides a solid foundation for career advancement and specialization in this field and is equivalent to the first level apprenticeship technical training.

Millwrights are highly skilled people who are responsible for the installation, maintenance and repair of a variety of stationary machinery. Their workplace is generally within industrial settings such as pulp mills, mines and manufacturing plants. A qualified millwright is responsible for the installation, maintenance and repair of machinery and heavy mechanical equipment. They read diagrams and schematic drawings to determine work procedures, comprehend and trouble-shoot mechanical systems, perform preventative and operational maintenance, and repair or replace parts.

The program will give access and advanced standing to secondary school graduates of Career Preparation programs, and learners with prior learning and relevant experience.

### Admission Requirements

1. English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED

2. Successful completion of a Northwest Community College Trades assessment, or

3. Permission of Instructor.

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course prerequisites and/or does not attain the required threshold on entry assessments. See the "Admission and Registration" section on the Web site for details on this policy.

Note: Learners should be aware that many employers require Grade 12 completion.

We encourage Trades learners to enhance their employability by enrolling in Level I First Aid. First Aid courses are scheduled throughout the year.

### Fees

In addition to the Fees outlined in the Fees section, the following additional costs apply:

1. C.S.A. approved safety footwear (WCB regulations) and eye, hearing and head protection.

2. Purchase of necessary learning resources (available at College Bookstore).

Learners are also required to purchase tools, classroom supplies, and appropriate clothing.

### Course Description

#### ENTRY LEVEL TRADES CERTIFICATE FOR INDUSTRIAL MECHANIC (MILLWRIGHT)

##### MILLW 100-2.0: Introduction to Trades and Safe Work Practices

Millwrights are exposed to many hazards that can cause injury. The ultimate goal of safety in the workplace is to eliminate personal injury and health problems. This course will focus on the use of safe work practices, including general safety, WHMIS, Fire Safety and the safe usage of ladders and scaffolding.

##### MILLW 101-2.0: Measurement and Layout

The millwright is often asked to assemble and fit, or interface parts together to form a complex assembly. In order to accomplish this task, the millwright must understand the terminology associated with limits and fits and apply this knowledge to the assembly of components. Knowing how to use precision and non-precision measuring tools reliably is essential for a millwright. Layout work requires a combination of skills; interpreting blueprints, selection and usage of the appropriate layout tool.

##### MILLW 102-8.0: Hand Tools and Shop Equipment

The millwright is required to work with both non-cutting hand tools and cutting hand-held tools. The safe and effective use of these tools is an important part of the millwright's hand skills. In order to successfully maintain and repair equipment within a plant, the learner must understand the application of all shop tools.

##### MILLW 103-10.0: Trade Math and Science

This course will cover the math and science concepts that are required by the millwright trade. The learner will solve problems using whole numbers, fractions, decimal fractions, percentages and understand the concept of ratio and proportion. The learner will also be able to solve problems with the use of mathematical functions and trigonometry. In addition, force, work, power and speed ratios will be calculated by the learner using metric and imperial units.

##### MILLW 104-2.0: Fasteners and Fittings

There are many different fasteners and locking devices used in industry. Each has a standard of performance and recommended methods of installation and removal. A thorough knowledge of the installation and removal of fasteners and locking devices is required to produce work that is easier, faster, safer, more reliable and to a higher standard.

##### MILLW 105-2.0: Metallurgy

Metals are the raw material of the millwright trade. A millwright must know the type and characteristics of a piece of metal before using it. The learner will be required to describe the five physical and mechanical properties of metal and why they must be considered when selecting a piece of metal for a job.

##### MILLW 106-8.0: Cut, Weld, Braze and Solder Metals

Millwright must be able to cut and join metals by the use of oxyacetylene and the arc welding process. The learner will also be required to cut material and assemble metal components using welding equipment.

##### MILLW 107-2.0: Lubrication

This course will cover the identification and selection of proper lubrication products for the lubrication of moving parts in all types of machinery. As machines are made of moving parts, friction creates wear that can be kept at a minimum by choosing the proper lubricant. The choice of the optimum lubricant depends on the temperature, speed, load and environment of the machine.

##### MILLW 108-8.0: Support Machines

A millwright must be proficient in the safe and effective use of support machines. The learner will be able to demonstrate the proper usage, applications, and safe operation of all types of grinders, power saws, drilling machines and engines lathes.

##### MILLW 109-4.0: Fluid Power

A millwright must have the knowledge to trouble shoot and repair hydraulic systems. The learner will be required to demonstrate the 10 basic hydraulic circuits.

##### MILLW 110-2.0: Pneumatics

A millwright must be able to maintain and repair pneumatic systems. The learner will be able to design and explain a basic pneumatic system.

##### MILLW 111-2.0: Service Electrical and Electronic Systems

A millwright must have an understanding of the basic principles of electricity and the testing of basic electrical circuits. The learner will be able to demonstrate the safe use of electrical meters.

##### MILLW 112-8.0: Machine Components

A millwright must be able to repair and/or overhaul machine components. The learner will demonstrate his ability to apply principles of bearing seals, keys, and keyways to the needs of industrial machinery. The learner will demonstrate the disassembly and assembly of a mechanical component.

##### MILLW 113-8.0: Machine Installation and Rigging

A millwright must have the knowledge to safely move, install or remove all types of equipment. The millwright must also be able to construct or modify bases for the equipment being installed. The learner will be able to make the proper selection of equipment to safely rig and lift loads. The learner will be able to demonstrate how to prepare and align bases for machine components.

Program is offered regionally, on a rotating basis. It may not be offered every year. At time of printing Trades Programs are under review.

## Program Overview

The Outdoor Power Equipment Technician program (OPET) is designed to give students the entry-level technical skills necessary to begin work as an apprentice diagnostic and repair technician within the outdoor power equipment trade. Students will use practical shop facilities to gain competence in a range of service operations for snowmobiles, outboard motors, lawnmowers, chainsaws, etc., with an emphasis on customer relations. Graduates are eligible for credit of their first year level of apprenticeship training if they are indentured within the first year of finishing the program.

The program will give access and advanced standing to secondary school graduates of Career Preparation programs, and learners with prior learning and relevant experience.

## Program Outline

In addition to covering all the theory and practical components necessary for the first year OPET Apprenticeship, the seven-month program also provides a complement of additional valuable skills.

## Career Opportunities

Employment opportunities may be found within franchise dealers, independent service shops, equipment rental firms, and authorized service depots.

## Admission Requirements

1. English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED
2. Successful completion of a Northwest Community College Trades assessment, or
3. Permission of Instructor.

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course prerequisites and/or does not attain the required threshold on entry assessments. See the "Admission and Registration" section on the Web site for details on this policy.

Note: Learners should be aware that many employers require Grade 12 completion.

We encourage Trades learners to enhance their employability by enrolling in Level I First Aid. First Aid courses are scheduled throughout the year.

## Fees

In addition to the Fees outlined in the Fees section, the following additional costs apply:

1. C.S.A. approved safety footwear (WCB regulations) and eye, hearing and head protection.
2. Purchase of necessary learning resources (available at College Bookstore).

Learners are also required to purchase tools, classroom supplies, and appropriate clothing.

## Course Descriptions

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course prerequisites and/or does not attain the required threshold on entry assessments. See the "Admission and Registration" section of the Web site for details on this policy.

### OPET 101-1.0: Use Safe Work Practices

Introductory course on the basic elements of safe practices in the outdoor power equipment work environment. Topics include: Worker's Compensation Act and WHMIS legislation applications, survival first aid, shop safety, extinguishing fires, using safe body mechanics and personal safety equipment.

Prerequisites: English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED

### OPET 102-2.0: Apply Trades Math and Science Concepts

This course is intended to clarify for the learner applicable information on the application of mathematics and science concepts that are used in the Outdoor Power Equipment Trade.

Prerequisites: English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED

### OPET 103-8.0: Describe Business Procedures

By learning about the expectations and responsibilities of your employers, customers and co-workers, learners can develop a working understanding of workplace relations. In addition the importance of inventory control and record keeping will be emphasized.

Prerequisites: English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED

### OPET 104-2.0: Perform Cutting and Welding Operations

A 25-hour course in welding safety and the basic operation of oxy-fuel cutting, welding, and brazing procedures on mild steel plate, light tubing, and 14/18 gauge sheet metal. The learner will also be given instruction in arc welding procedures and applications.

Prerequisites: OPET 101

### OPET 105-3.0: Use Hand Tools and Shop Tools

The learner will learn the effective and safe operation of a variety of shop hand and power tools. They will also be able to apply appropriate tools to a variety of mechanical applications where they relate to fastening device. Emphasis will be placed on safe operation of all tools and off road equipment.

Prerequisites: OPET 101

### OPET 106 - 2.0: Line G/H: Service Two and Four Stroke Engines

This course provides an introduction to the mechanical fundamentals, lubrication and cooling details of two and four stroke cycle reciprocating internal combustion engines. The learner will dismantle, inspect and reassemble single cylinder examples of the two types of engines.

Prerequisites: OPET 101, 102 and 105

### OPET 107-2.0: Describe the Applications of Electricity

The learner will explore and describe the basic fundamentals of electricity. This will include Ohm's Law, DC and AC current, induction, basic motor theory, and use of digital multimeters. Several projects will be constructed to illustrate the electrical theory.

Prerequisites: OPET 101, 102

### OPET 108-3.0: Apply the Principles of Lubrication and Fuels

This course is intended to cover the theory and application of all major methods of lubrication, fuel carburation and injection for reciprocating internal combustion engines. It will cover float, diaphragm, fixed and variable venturii carbs, basic fuel injection and turbocharging. The learner will disassemble, inspect, reassemble and adjust a variety of lubrication system components carb and injector examples.

Prerequisites: OPET 101, 102, 105

### OPET 109 -1.0: Line M: Service Diesel Engine Systems

This course is intended to introduce the theory and operating principles of reciprocating internal combustion diesel engines. It will cover the basics of fuel injection, servicing and turbocharging. The learner is to inspect, service, and perform basic troubleshooting procedures on compact (under 40 H.P.) diesel engines.

Prerequisites: OPET 101, 102, & 105

### OPET 112 - 3.0: Line L: Maintain and Repair Hydraulic Systems

This course begins with the basics of fluid power and then progresses through their application to compact equipment. The learner will describe, service, disassemble, troubleshoot and repair hydraulic components and systems.

Prerequisites: OPET 101, 102, 105

### OPET 113-2.0: Line Q: Maintain and Repair Power Transmission Systems

The learners will be able to describe, disassemble, diagnose, troubleshoot, repair and reassemble a wide range of power transmission systems. These will include belt, chain and gear drive system found on outdoor power equipment.

Prerequisites: OPET 101, 102, 105





## OPET 115 -2.0: Line OB: Service Outboard Motors and Outboard Systems

This course will prepare learners to service outboard motors and outboard systems. These will include outboard fuel systems, outboard powerheads, outboard lower units and outboard stern drives.

*Prerequisites:* OPET 101, 102, 105

## TCOM 100-2.0: Technical Communications

This course will prepare learners to communicate effectively, in a variety of written and oral formats found in the workplace. The course provides exposure to and practice of communication processes and specific skills, presented in a systematic format of examples and rules. Practical assignments with corrective feedback will reinforce the application of skills in work-related situations.

*Prerequisites:* Enrolment in an ELT training program.

## TCOM 150-2.0: Introduction to Computers

An introductory computer course designed to provide an opportunity for learners to develop the skills and knowledge necessary to use a word processor, spreadsheet, and database. Learners will be introduced to the basic hardware and operating system of a PC.

*Prerequisites:* Enrolment in an ELT training program.

The Process Operator Program is offered at the Klimal Campus. At time of printing, Trades Programs are under review.

## Program Overview

A Process Operator controls the series of actions necessary when material and/or energy is modified. Process Operators are persons who start, monitor, control and stop industrial units or systems, and diagnose and solve problems related to systems operations. Process Operators may work in a wide variety of industrial plants including pulp and paper; fertilizer; metallurgical; petroleum; and food and beverage manufacturing.

The overall objective of the program is to develop competent entry level Process Operators who possess a solid foundation of relevant basic skills preparing them for entry-level positions in a variety of process-related industries. To accomplish this, the program includes: classroom lecture; hands-on activities; site tours/visits; and work experience opportunities.

## Program Outline

This 33-week program, including a four-week on-site work practicum placement with local industry, is competency based, and runs Monday through Friday, six hours per day. In addition to covering all the theory and practical components necessary for the Process Operator certificate, the program provides a complement of additional valuable skills.

POP 100-5	Process Operator Mathematics
POP 101-5	Process Operator Physics
POP 102-5	Process Operator Chemistry
POP 103-4	Instrumentation and Process Control
POP 104-4	Teamwork and Communication
POP 105-4	Job Search and Computer Skills
POP 106-4	Industrial Safety and Industrial Field Trips
POP 107-4	Lab and Practical Industry Skills
POP 108-4	Quality
POP 109-12	Work Practicum #1
POP 110-8	Work Practicum #2

## Career Opportunities

Graduates of this program could find employment as Process Operators in pulp and paper; fertilizer; metallurgical; petroleum; and food and beverage manufacturing.

## Admission Requirements

- English 11, or ENGL 045 or 050, or successful completion of the CAT III Assessment Test
- Principles or Applications of Math 11, MATH 0401/0402, or successful completion of the CAT III Assessment Test
- Chemistry 11, or CHEM 0401/0402; or Physics 11, or PHYS 040
- First Aid Level I, WHMIS, TDG, and H2S Alive

*Note: Learners should be aware that many employers require Grade 12 completion.*

## Course Descriptions

### POP 100-5.0: Process Operator Mathematics

This course covers basic math concepts that are useful to a process operator. Examples that relate to industry and the real world are used throughout.

*Prerequisites: Principles of Applications of Math 11, or MATH 0401/0402, or successful completion of CAT III Assessment Test.*

### POP 101-5.0: Process Operator Physics

This course covers basic physics concepts that are useful to a process operator.

*Prerequisites: Principles of Applications of Math 11, or MATH 0401/0402, or successful completion of CAT III Assessment Test, or Chemistry 11, or CHEM 040, CHEM 0401/0402, or Physics 11, or PHYS 040.*

### POP 103-5.0: Process Operator Chemistry

This course covers basic chemistry concepts that are useful to a process operator. Examples that relate to industry and the real world are used throughout.

*Prerequisites: Chemistry 11, or CHEM 040, CHEM 0401/0402, or Physics 11, or PHYS 040.*

### POP 104-4.0: Teamwork and Communication

This course will focus on the dynamics of effective communication, assessment and supervisory and leadership styles and your role as a team player.

*Prerequisites: English 11 or ENGL 045 or 050.*

### POP 105-4.0: Job Search & Computer Skills

In this course students will learn how to launch their process operator career. Topics will include resumé preparation, preparation for an interview, the interview process, and the use of basic functions on the computer.

*Prerequisites: English 11 or ENGL 045 or 050.*

### POP 106-4.0: Industrial Safety and Industrial Field Trips

Students will participate in field trips to a variety of industries. Industries visited will include one or more of the following: a smelter; a pulp and paper mill; a sawmill; a water treatment plant; a wastewater treatment plant; a low pressure steam plant; a low pressure hot water heating plant. Other sites may be visited as well.

*Prerequisites: First Aid Level 1, WHMIS, TDG, and H2S Alive.*

### POP 107-4.0: Lab & Practical Industry Skills

In this course students will learn the safe use of common hand tools and equipment. Basic welding equipment and techniques will also be reviewed. Students will use one or more trainers (e.g. refrigeration trainer; instrumentation trainer,) in a lab environment, to conduct hands-on exercise that complement classroom theory.

### POP 108-4.0: Quality

In this course the impact of quality on process industries, the procedures and policies in ensuring operating consistency, problem solving and interpretation of process data are a few of the topics reviewed.

### POP 109-12.0: Work Practicum #1

This work experience practicum is intended to provide the learner with opportunities to gain practical (hands-on) experience performing entry-level operator duties, as well as more advanced tasks and work duties that would be expected of a process operation in industry. The work experience may include work in a continuous operation on shift work and may require working 12-hour day and night shifts. It will involve travel for work in process plants.

*Prerequisites: POP 100, 101, 102, 103, 104, 105, 106, 107, and 108.*

### POP 110-8.0: Work Practicum #2

This work experience practicum is intended to provide the learner with opportunities to gain practical (hands-on) experience performing entry-level operator duties, as well as more advanced tasks and work duties that would be expected of a process operator in industry. The work experience may include work in a continuous operation on shift work and may require working 12-hour day and night shifts. It will involve travel for work in process plants.

*Prerequisites: Successful completion of all courses in the Process Operator program.*

Prince Rupert and Terrace Campuses. At time of printing Trades Programs are under review.

## Program Overview

The Provincial Welders Training Program is a competency based, directed learning program designed to provide learners with the skills required to function as safe and competent entry-level tradespersons. The training is divided into three levels, C, B, and A. Level C welders are restricted to structural and non-pressure applications. Level B welders are eligible to obtain pressure-welding certification. Certified A level welders are able to work throughout the welding industry.

Upgrading is available upon request and as space permits to those wishing to improve their techniques or become proficient in special processes. Learners requesting Boiler Pressure Vessel Certification can apply directly to the Welding Department in either Prince Rupert or Terrace.

## Program Outline

Students may enter and exit at anytime to re-enter the workforce. Level C is an entry-level course, which takes about seven months. Level B will take four months, and Level A will take three months. NWCC also offers 1st to 4th year apprenticeship programs.

## Career Opportunities

Graduates will find employment in fabrication shops, maintenance shops and manufacturing plants servicing the fishing, forestry, mining, petroleum, manufacturing and transportation industries.

## Admission Requirements

1. English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED,
2. Successful completion of a Northwest Community College Trades assessment, or
3. Permission of Instructor.

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course prerequisites and/or does not attain the required threshold on entry assessments. See the "Admission and Registration" section on the Web site for details on this policy.

Note: Learners should be aware that many employers require Grade 12 completion.

We encourage Trades learners to enhance their employability by enrolling in Level I First Aid. First Aid courses are scheduled throughout the year.

## Fees

In addition to the Fees outlined in the Fees section, the following additional costs apply:

1. C.S.A. approved safety footwear (WCB regulations) and eye, hearing and head protection.
2. Purchase of necessary learning resources (available at College Bookstore).

Learners are also required to purchase tools, classroom supplies, and appropriate clothing.

## Course Descriptions

### LEVEL C

P1	Introduction and Program Orientation
P2	Gas Cutting
P3	Gas Welding and Braze Welding
P4	Shielded Metal Arc Welding I
P5	Shielded Metal Arc Welding II
P6	Gas Metal Arc Welding I Flux Core Arc Welding
RK1	Material Handling
RK2A	Blueprint Reading I
RK2B	Mathematics
RK3	Metallurgy I (Introduction Only)

Note: To be granted a C Level, Ministry of Labour (Industry Training Authority) qualification, learners must successfully complete the C Level content (as above) and have five months documented welding experience.

### LEVEL B

P7	Shielded Metal Arc Welding II
P8*	Metal Arc Welding II
P9*	Flux Core Arc Welding II
P10*	Gas Tungsten Arc Welding I
RK4	Welding Quality Control and Inspection
RK5	Code Standards and Specifications
RK6	Blueprint Reading II
RK7	Metallurgy II

\*Only one of these modules is required.

Note: To be granted a B Level, Ministry of Labour (Industry Training Authority) qualification, learners must hold a C Level Ministry of Labour qualification, and successfully complete the B Level content (as above) and have nine months documented welding experience.

### LEVEL A

P11	Shielded Metal Arc Welding III
P12	Gas Metal Arc Welding II
RK8	Metallurgy II
RK9	Blue Print Reading III

Note: To be granted an A Level, Ministry of Labour (Industry Training Authority) qualification, learners must hold a B Level Ministry of Labour qualification, and successfully complete the A Level content (as above) and have ten months documented welding experience.

## Serving the Community

Northwest Community College strives to meet the educational needs of all residents in the communities served within our College region. The Continuing Education (CE) department plays a critical role in meeting those educational challenges. CE looks to local individuals, groups, organizations and industry for guidance on course ideas and program planning, ensuring program offerings are responsive and relevant.

### Individuals

Educational offerings can range from individual general interest to skill enhancement and growth. They also include programs and courses that are an outgrowth of the College's academic, career and vocational programs. Courses and programs are drawn from the areas of arts and language, business and computer technology, health and human sciences, natural resources, tourism, trades, university credit, and more.

### Organizations, Industry and Workplace

The Continuing Education department is able to make available a broad range of instructional and professional expertise, on a cost-recovery basis to organizations, agencies and other clients within the Northwest Community College community whose special requirements cannot be met through our regular calendar offerings.

### Instructional Excellence

Leading practitioners, experts in their chosen field, are drawn from the community at large to advise and to teach. Collaborative programs with community organizations and other training institutions further enrich the learning environment of the College.

### EXAMPLES OF TRAINING WE CAN PROVIDE:

- Professional Development
- Management Skills
- Project Management
- Leadership Development
- Business Skills Training
- Computer Training
- Trades Training
- Occupational Health and Safety Training
- Exploration and Mining Training
- Customized training to meet industry needs

### Information

Each college campus publishes semi-annual departmental calendars before the beginning of each semester. These calendars contain information on semester offerings, fees, and registration. Most campuses deliver these calendars to your door. For copies of current brochures, please contact the Continuing Education department at the campus closest to you or call 1.877.277.2288. Check out the college Web site for more information.



### General Conduct and Safety

The College strives to provide an effective and safe learning environment for you and your classmates. If a member of your class is acting in a manner which makes it difficult for other students to learn or threatens their safety, your instructor may require the student to leave the class. In serious situations, the student may not be allowed to return to the class. If a student is expelled from class the instructor will file a report, clearly documenting the reasons for expulsion, with the Dean within twenty-four hours. The Dean will give a copy of this report to the student on request. If the student disagrees with the contents of the report, or wishes to dispute the action taken, he or she can follow the appeal procedure contained in this section. This appeal will be heard as quickly as possible.

### Intellectual Honesty

The grades you receive as a student at Northwest Community College are a statement of your personal achievements. It's essential that everyone (your fellow students, instructors, potential employers and other institutions) be confident these grades are the result of your personal effort. The College will not tolerate any forms of intellectual dishonesty.

Examples of intellectual dishonesty are presenting the published work of others as your own (plagiarism), copying, aiding and abetting copying, falsifying laboratory results and cheating on exams.

The possible penalties imposed by the College for intellectual dishonesty include a variety of disciplinary actions. Examples of actions that may be taken by the College are a warning, a requirement to repeat the work, assignment of a failing grade for the work, failure in the course, a change in the technique used to calculate your final grade and expulsion from the College.

If you are accused of committing an intellectually dishonest act your instructor will provide a written statement describing the incident and the penalty imposed, to you and the Dean. If you disagree with the instructor's charge

you may initiate the appropriate appeal procedure.

### Attendance

Experience has shown that students who attend classes regularly do far better than those who are often absent. If you miss a class you may have missed important information about assignments, exams or upcoming opportunities. You should make sure you find out what you missed.

Some students attending the College are sponsored by various agencies. Most agencies require the College to regularly report the attendance of the students they sponsor. If you are a sponsored student you should make sure you know your sponsor's rules about attendance.

The Co-operative programs offered by the College provide students with the opportunity to gain valuable work experience directly related to their studies. These students are employees during their work terms and are expected to conduct themselves in accordance with the requirements of their employer.

The College, in cooperation with a number of agencies, provides students with the opportunity to complete practicum placements for a number of career programs. Successful completion of a specified number of hours is required for provincial certification. The agencies providing the opportunity expect students to make a valuable contribution to their organization. For these reasons attendance is required for students enrolled in a practicum. If you must be absent from a practicum or clinical session, you should notify both the placement agency and the instructor supervising the practicum, of the absence, its nature and expected duration as soon as possible. Appropriate documentation may be required for absences during a practicum. Excessive absences from practicum placements may result in a student being required to withdraw from the course.

### Academic Probation and Suspension

Northwest Community College reserves the right to suspend a student from a course or program for unsatisfactory performance. Student performance may be deemed unsatisfactory in the event of lack of progress resulting from such things as chronic poor attendance, failure to prepare for classes, missed assignments and tests, lack of participation, or non-completion of courses in a program.

The grading criteria handed out at the start of the semester will provide detailed information concerning late work for the course.



## Methods of Evaluation

Methods commonly used for evaluation are assignments, essays, oral or written tests, participation in class discussions, performance in seminar presentations, performance during professional practical, demonstration of practical skill requirements, laboratory assignments and examinations, open book or take-home examinations and final examinations.

Your instructor will provide a written course outline at the start of the course that will include a description of how your final grade will be determined. This description will include which methods will be used, a general description of how each requirement will be evaluated, the weight given to each in the calculation of your final grade, penalties for the late submission of work and any special regulations about laboratory or term assignments and essays.

It is your responsibility to ensure that you understand the grading criteria for each course in which you are registered. Lack of familiarity with how a course final grade is calculated is not a sufficient reason for appeal of a grade.

## Assignments and Essays

Your instructor will tell you when an assignment or essay is due and how it will be marked when it is assigned. If there are problems which prevented you from completing the project on time please refer to the Absenteeism section of the Student Information page on the Web site.

If you do not complete all work for a course before the final examination you may not be allowed to write the final exam.

## Examinations

It is generally recognized that continuous evaluation is an important part of the learning process; however, final examinations are required in some courses. The grading criteria distributed for each course at the start of the semester will indicate if a final exam is required. If a course you are taking has a final exam it will not count for more than 50% of your final grade.

In courses that have a scheduled exam period, a schedule of examinations will be available at least four weeks before the start of examinations.

If you are unable to write an examination you must follow the procedure described in the Absenteeism section of the Student Information page on the Web site.

## Incomplete Grades

An incomplete grade indicates that some required course work was not completed and evaluated in the prescribed time period due to unforeseen but justifiable reasons and that there is still a possibility of earning credit. It is your responsibility to discuss the situation with your instructor. You and your instructor must develop a plan to satisfy the remaining course requirements within a reasonable period of time. A final grade is assigned when the work is completed and evaluated.

## Withdrawal

A grade of 'W' indicates you officially withdrew from the course and/or program and does not affect your standing at the College.

For most vocational courses you may withdraw at any time. Fees are charged only until the week of the date of withdrawal.

Most credit-based programs have a specified date after which withdrawals are allowed only in exceptional circumstances and with the approval of the instructor. Non-attendance by itself is not considered to be a withdrawal and the instructor may assign a grade of 'F' or 'UW' to those who do not formally withdraw.

To withdraw from a course or program you must complete the appropriate forms at the Registration Office or send a letter to the Registrar's Office indicating that you have withdrawn. Please refer to the "Important Dates" section at the beginning of this calendar for effective dates.

*Note: Before withdrawing from a course, recipients of student aid through the B.C. Student Assistance Program should check whether their eligibility for aid would be affected.*

## Grading Scale

Final grades are generally reported using letter grades. Each letter has a numerical equivalent that is used to calculate your grade point average (GPA). Letter grades and numerical equivalents are:

LETTER GRADE	GRADE POINT	INTERPRETATION
A+	4.33	Outstanding Achievement
A	4.00	
A-	3.67	
B+	3.33	Above Average Achievement
B	3.00	
B-	2.67	
C+	2.33	Average Achievement
C	2.00	
C-	1.67	
P	1.00	Marginal Achievement
F	0.00	Failure
AUD	n/a	Course audited – not for credit. Audit status must be declared before the last day to register.
CIP	n/a	Course in progress
CR	n/a	Credit granted
EX	n/a	Exemption granted for prior learning or Experience
I	n/a	Incomplete – Extension granted.
NC	n/a	Credit not granted
PC	n/a	Partial completion/program closure
SC	n/a	Enrolment status change – Internal use Only
SG	n/a	Disability prevents completion of requirements but demonstrates understanding of learning outcomes.
TRF	n/a	Transfer credit
UW	n/a	Unofficial Withdrawal – Student did not complete course
W	n/a	Withdrew during allowed period or with instructor permission

## Calculating Grade Points and Your Grade Point Average

The grade point for a course is calculated by multiplying the numerical equivalent of the letter grade obtained in the course and the course credit hours. A course which had three credit hours and in which you obtained a B- would therefore have a grade point of  $3 \times 2.67 = 8.01$ .

Your grade point average is calculated by dividing the total number of grade points you have earned by the total number of credits you have accumulated.

## Honours Standing

Honours standing will be recognized on transcripts based on GPA.

Procedures:

- Honours standing will be recognized on issuance of a Certificate, Diploma, or Associate Degree.
- Minimum GPA for Honours standing is 3.67 or an average equivalent to an "A-"
- GPA will be based on all courses used to complete the Certificate, Diploma or Associate Degree.
- Transfer courses will be calculated on grade received from the sending institution.

## Student Appeal

Any student, who perceives that she/he may have been unjustly treated regarding the application of a College procedure, the action of a College employee or that a final grade does not reflect actual achievement, has the right to seek recourse through an appeal procedure.

If requested, the College will identify an individual or agency to assist the student with the appeal process.

A detailed process for appeals is available at each College office from Educational Advisors and Student Associations. The detailed process will be consistent College wide but variations will be necessary due to campus structures and program duration.

## Student Complaint

Students who believe they have been unjustly treated at the College will have clear processes and procedures available to address their issues in a timely manner. A student complaint is meant to deal with conflicts that arise which are not covered by the Student Appeal process or the Harassment and Discrimination policy.

Students should attempt to resolve the complaint with the respondent directly (this could be with another student or a college employee). The consultation must begin within sixty (60) days of the event or events, which led to the complaint. If a student requires clarification of the steps in the process, they should contact a member of the Student Support Team or a College Administrator at their campus for information.

## Student Complaints of Discrimination or Harassment

Northwest Community College is committed to providing a learning and working environment which is free from all harassment and discrimination. Students who feel that they are experiencing discrimination or harassment for any reason should begin by discussing the matter with any designated member of the student support team, or the campus administrator at their campus. The situation will be reviewed confidentially, according to the College policy and procedures and the complainant will be provided with information and advice on procedures and option available.

## Certificates, Diplomas and Associate Degrees

Northwest Community College certificates are awarded on successful completion of credit programs of one year or less duration in Adult Basic Education, Pre-employment and Career Programs. Diplomas and Associate Degrees are awarded on successful completion of the equivalent of four semesters or two years in Career or University Credit programs.

In most cases students must apply to receive a Certificate, Diploma or Associate Degree. Students should consult with their instructor or an Educational Advisor for details.

## Change of Address

In order to ensure that transcripts, tax forms and other mailings reach students in a timely manner, all changes of address need to be reported to your campus. A "Change Notice Form" is available for this purpose.

## Change of Name

A student who wishes to change his or her name on their student record must advise the College in writing and provide official documentation of the change (i.e. copy of marriage certificate).

## Confidentiality of Student Records

The College considers a student's record of achievement to be confidential and will not release information without the student's written consent except under the following circumstances or conditions.

Information on students may be disclosed without consent of the student to designated College officials deemed to have legitimate educational interest.

Information will be released without student consent to persons in compliance with a judicial order or subpoena, or as required by federal or provincial legislation.

Information will be released without student consent in an emergency, if the knowledge of that information is required to protect the health

or safety of the student or other persons.

In all other cases, information on students will be released to third parties only at the written request of the student, or where the student has signed an agreement with a third party, one of the conditions of which is access to his record (e.g. in financial aid). This restriction applies to requests from parents, spouses, credit bureaus, police, etc.

Students have the right to inspect their academic record and challenge any contents that they believe to be inaccurate or misleading. A staff member will be present during such an inspection.

Students will, on submission of a signed request and payment of the appropriate fee, have the right to receive transcripts of their own academic records. Such a right would not apply to students in debt to the College but such students will still have the right to inspect and review their records. No partial transcripts of a record will be issued. The College will not normally provide students or third parties with copies of other documents on file (e.g. transcripts from other institutions.)

## Freedom of Information and Protection of Privacy

In signing an application for admission, you are advised that both the information you provide and any other information placed on your student record will be protected and used in compliance with Bill 50 Freedom of Information and Protection of Privacy Act (1992) and the operations of the College. Information collected and maintained as part of your student records is collected under the authority of the Colleges and Institutes Act.

Northwest Community College gathers and maintains information used for the purposes of admission, registration and other fundamental activities related to being a member of the Northwest Community College community and attending a public post-secondary institution in the province of British Columbia.



Information you provide will also be used for non-administrative research purposes. This research will include longitudinal research using anonymous linked records in the BC Educational Records Linkage File (Link File). The personal records in the Link File are not identifiable and are not used for administrative purposes.

For further information please contact the Registrar, College Services, Northwest Community College, 5331 McConnell Avenue, Terrace, BC, V8G 4X2. Phone 250.635.6511, or Fax 250.638.5461.

### Official Transcripts

Students who are applying for admission to a post-secondary institution are generally required to provide an official transcript from all previously attended institutions. Official transcripts from NWCC are embossed with the college seal.

To have an NWCC official transcript prepared you must complete a "Request for Official Transcript" form, available from any campus, and submit it to the Registrar along with a processing fee of \$5.00 for each transcript requested.

Official transcripts will not be processed for students who have outstanding debts to the College.

### Outstanding Charges

It is expected that students will meet their financial responsibilities to the College by paying required tuition and service fees. Students who have outstanding debts to the College will not be considered for re-admission nor will the College issue any official transcripts, certificates, diplomas or associate degrees until the debt has been cleared. Any refund of fees or deposits will first be applied to outstanding debts to the College.

### Prior Learning Assessment and Recognition

Northwest Community College is committed to meeting the needs of, and broadening access for, adult learners through the assessment and recognition of prior learning.

Prior Learning Assessment (PLA) involves faculty evaluating the knowledge and/or skills an individual may have gained through non-formal education/training or experience and the granting of appropriate credit by Northwest Community College. Skills, knowledge and competencies that have been acquired through work experience, unrecognized education or training, self-study, volunteer activities, hobbies and other life experiences can all be assessed for credit.

Prior Learning is currently under development at NWCC, please see an Educational Advisor for further information.

### Statement of Grades

Students will receive their grade statements by mail as soon as possible after the end of the semester. Statements of grades are mailed to the permanent address on file.

### Transfer Credit

Students who have completed course work at other post-secondary institutions may be able to transfer credit towards a Certificate, Diploma and Associate Degree at Northwest Community College.

To request transfer credit, you must submit a letter of request noting the expected credit, along with an official transcript to the Registrar. This should be done well in advance of the start of your program at Northwest Community College. Transfer agreements in BC are detailed in the BC Transfer Guide at [www.bccat.bc.ca](http://www.bccat.bc.ca).

The following are various services available to students from the time they show an interest in NWCC until the time they complete their studies at the College.

### Educational Advising

Educational Advisors provide students with up-to-date information on College services, policies, procedures, facilities, programs and courses. Advisors have knowledge of all College programs as well as programs and courses at other educational institutions and are trained to assist students with developing educational plans and with course planning. They are available to help students define and work toward their educational goals. Potential students interested in applying to the College are encouraged to phone their local campus to make an appointment to speak with an Educational Advisor.

*The college endeavors to provide students with the most current and accurate educational advice available; however, because of the dynamic and complex nature of post-secondary education in BC, we urge all students who are seeking transfer to other institutions to always verify the advice we offer them with the receiving institution.*

### Assessment and Application

When students have chosen their courses or programs they will complete an application for admission to the College.

Students without documentation of formal English and/or Math prerequisites may also do an entry assessment to find out if they are ready to begin their studies. Students who are not yet ready to successfully complete their chosen courses or program will be helped to upgrade their skills.

### First Support Checks

College faculty and staff, as well as members of the Student Support Team, will monitor student performance and may offer assistance to students who seem to be struggling, missing classes or progressing more slowly than expected. These

support checks are meant to provide assistance to give students the best possible chance of succeeding in their studies.

The College has services available for students who may be having difficulties. Students can get help with money problems, academic problems, or personal problems that may be affecting their studies. Students can be referred to agencies outside the college for assistance. Students can be referred by college faculty or staff.

### Subsequent Support Checks

College faculty and staff as well as members of the Student Support Team will continue to monitor student performance throughout the college term.

### Program Registration

Once the College has approved applications for admission, students will be offered the next available seat in the course or program. Students will pay their fees and meet all of the requirements for entry into the program, sometimes with help from Student Support staff or outside agencies. The student will begin the program on the scheduled entry date.

### Student Support Team

The Student Support Team consists of the Educational Advisors, First Nations Access Coordinators, Accessibility Services Coordinators and Learning Assistance Specialists. For more information on their roles, refer to the individual team member descriptions.

### Learning Assistance Specialist

Learning Assistance Specialists provide support to the Learning Centre. The Learning Centre provides Student Success courses, faculty assistance, peer tutoring programs and assessments for students experiencing learning difficulties. (Learning Assistance Specialists are located at Smithers, Prince Rupert and Terrace campuses with outreach to Houston, Hazelton and Kitimat campuses.)

### First Nations Student Access Coordinators

First Nations Student Access Coordinators provide consultation and support regarding personal and educational matters to First Nations students. Students are able to access services and resources both on and off campus. Coordinators provide support to First Nations students to assist in their transition to the college system, act as a liaison between the College and First Nations Education coordinators, and work in conjunction with the college community to participate in initiatives that are designed to provide a welcoming and supportive environment to First Nations students. (First Nations Access Coordinators are located at Hazelton, Terrace and Prince Rupert Campuses. Students at other campuses are welcome to contact the Coordinators by e-mail or phone or campus visits.)

### Accessibility Services

A range of services and/or equipment are available to enable students with disabilities to pursue their education.

If you require any of the following services please contact the Accessibility Services Coordinator at least eight weeks before the start of classes. (Accessibility Services Coordinator offices are located in Terrace, Smithers and Prince Rupert.)

Services include:

#### ACCOMMODATION

At the Terrace Campus there are male/female dorms equipped for students with a physical disability. In all other centres you may obtain advice on accommodation from the Educational Advisor.

#### EQUIPMENT

A wide range of equipment is available for students to use. Equipment which can be borrowed include keyguards, therapeutic chairs, back support cushions, touch talker computer, braille, MPrint, amplified headphones, TV

decoder, unicorn membrane board, variable speed four track recorder, FM listening device, talking calculator and a Porta Cap.

The Ministry has made available the Adult Services Program initiative that has also expanded NWCC's ability to further address the needs of students with disabilities (i.e. equipment and services.)

#### STUDENT ASSISTANTS

Student Assistants can be hired to provide help to students with disabilities in a number of ways. Examples of assistance include mobility assistance, tutoring, library research, note-taking and typing.

#### ORIENTATION AND PRE-REGISTRATION ASSISTANCE

Individualized orientation sessions and pre-registration assistance are available for students with disabilities.

#### PHYSICAL ACCESSIBILITY

The College is working toward improving the level of physical accessibility at each of its locations. Each campus has designated parking spaces for those who have a disability and washrooms are equipped with grab bars.

#### PROGRAM SUPPORT

Support items include: Exam adaptations (oral, taped, extended time, etc.), NCR paper (non-carbon required paper), tapes/tape recorders, photocopy pass for lectures notes, talking books, interpreters, mobility assistance and tutors.

### Accommodation/Housing

The Terrace Campus offers convenient accommodation for up to 160 full-time students and is equipped for students with a physical disability. There are five (5) two story complexes with laundry facilities, common lounge areas with cable TVs, pay phones and shared washroom facilities on each floor. Most rooms are designed for double occupancy. Students are advised to apply IN ADVANCE. For information on rates and availability contact the Residence Office, Northwest Community College, 5331 McConnell Avenue, Terrace, B.C. V8G 4X2. 1-877-277-2288. Application can also be made online from the College Web site.

In all other campuses you may obtain advice on accommodation from the Educational Advisor.

### Bookstore Services

Textbooks and course materials for College courses and programs are available at College campuses as well as general interest books, stationery, backpacks, clothing and memorabilia. The staff also provides a special order service for any book from anywhere. Services are available to students, faculty, staff and the community.

### Career Resources

Each Campus has calendars, books and periodicals with information on a wide variety of topics including career planning, personal development, college and university programs.

### Counselling (Personal)

Students who are experiencing personal difficulties can access community counselling services by contacting the Educational Advisor or an instructor. Students who request this service are assured that their request will be kept confidential and that the service will be provided in confidence. This service is generally available off-campus weekdays.

### Food Services

Food services are available at our Terrace Campus only. The cafeteria is open Monday to Friday, September through May and offers breakfast, lunch and dinner, salads, desserts and appetizing entrées.

### Library

The Library at NWCC welcomes anyone living in BC's northwest to drop in, get a free library card, use our collection and services, and generally – have a good time! We have a library or reading room in every community where the college has a campus.

If you can't drop in – access our Library through the College Web site: [www.nwcc.bc.ca](http://www.nwcc.bc.ca) and then click on LIBRARY.

Phone: 1.877.277.2288 ext. 5407

Fax: 250.635.1594

E-mail: [reference@nwcc.bc.ca](mailto:reference@nwcc.bc.ca)

Check out our collection of books, maps, videos, DVDs, oral history tapes, literacy materials, pre-school children's books and videos, e-books, electronic journals and newspaper databases, and much more. We are also connected to all the local public and school libraries in our communities as well as provincial post-secondary libraries. If you have a question – the Library is the place to bring it.

#### FREQUENTLY ASKED QUESTIONS

##### How do I get a Library Card?

Send an e-mail ([lchaput@nwcc.bc.ca](mailto:lchaput@nwcc.bc.ca)), phone (1.877.277.2288 ext.5407), mail (Library, NWCC, 5331 McConnell Ave. Terrace, BC V8G 4X2) or fax (250.635.1594) the following information and we will send you a library card:

Name. Student Number. Address with postal code. Phone number. Fax or e-mail if available. Course or program you are registered in.

##### How do I borrow Books or Videos from the Library?

First you need a Library Card (see above). Then you either search the online catalogue called WebCat on the Library Web site (see other side for instructions), or call the Library for assistance – 1.888.277.2288 ext. 5407.

Once you have found the Book or Video you would like to borrow, send an e-mail, phone, mail, or fax your request in to the numbers above.

Books can be checked out for three weeks; Videos for one week. You may renew materials over the phone for a maximum of three renewals.

Overdue fines are 25 cents/day/Book and 50 cents/day/Video. Renew them or Return them before this happens to you!

### How do I find articles in newspapers or journals?

You search for articles on the Journal Databases section on the Library Web site (check the other side). To access the Databases from off-campus, click on Journal Databases, then on "Please click here to access databases from Off Campus". It will ask you for your Username (your last name) and your Password (your Library Card barcode number). If you need help searching the databases, phone the Library and ask to speak with a Librarian.

### How do I get help with my research?

Phone your nearest College campus Library or 1.888.277.2288 ext. 5407 and ask to speak to the Librarian, or e-mail [reference@nwcc.bc.ca](mailto:reference@nwcc.bc.ca)

## Personal Medical Insurance

It is the responsibility of each student to ensure that he or she is adequately covered under one of the available Medical Insurance Programs in British Columbia. The College cannot be held responsible for medical or hospital costs incurred by students who have failed to maintain their own coverage. Information and application forms for medical insurance are available through each College Campus. Students in some vocational programs are covered for certain benefits under the College's Workers Compensation coverage. This benefit is limited to rehabilitation costs and does not cover hospital and medical costs that would otherwise be covered by a provincial medical plan.

## Student Association

The Student Association plays a major role in the activities that take place at each campus. Students are encouraged to share their experience and expertise in these areas, and are invited to come forward with their suggestions for recreational programs and events. Anyone interested in events happening should contact their Student Association representative.

## Workers' Compensation Board Coverage

Workers' Compensation Board (WCB) coverage is in place for all students while participating in a required practicum at a recognized work site and during classroom/lab/shop instruction for student apprentices only.

## Financial Aid

Northwest Community College responds to the needs of currently enrolled and prospective students by attempting to reduce financial barriers that might impede educational success. Advisors provide assistance to students in completing various forms relating to financial assistance. They can also help with budgeting and advice on general financial planning.

NWCC has instituted entrance scholarships to assist secondary school students within the college region to study at the College following graduation from Grade 12. The College also administers a number of other scholarships and bursaries and a complete listing of these, along with other federal, provincial, and private sources of financial aid, can be found on the College Web site.

## Co-operative Education

Co-operative Education combines academic study with related work experience in business, industry or government. Students gain practical skills and an awareness of the variety of employment opportunities available to them. Students alternate between full time studies and full time paid work, resulting in a graduate better prepared to enter the work force.

The college, to ensure suitability, approves all employment opportunities for Co-operative Education students. Eligible Co-op students compete for placements with employers through an interview and selection process or secure their own approved job. For this reason, students are not guaranteed a Co-op job. Students are hired by employers and receive wages comparable to employees with similar positions. Students on a work term are monitored by faculty or co-op staff with on-site visits.

All students accepted into the Co-op program must participate in work orientation seminars (Co-op 100) that teach job finding and job keeping skills prior to the first work term. Attendance of these seminars is mandatory.

A Co-op fee is payable for each work term. Fees are calculated based on the six credits received for each successful work term.

### TO QUALIFY FOR A FIRST WORK TERM, STUDENTS MUST:

- have successfully completed all first semester courses and be registered in all second semester courses and be registered in all second semester courses, and have attended Co-op work orientation seminars (Co-op 100).

### TO QUALIFY FOR A SECOND WORK TERM, STUDENTS MUST:

- have received credit for all previous courses in the program; and,
- have received credit for the previous work term by receiving a satisfactory evaluation from the employer and writing a satisfactory work term report.

Co-operative Education work terms successfully completed in a British Columbia post secondary program will be eligible for transfer credit if they meet the following requirements:

- a) the student must be accepted into a Northwest Community College Co-op program; and,
- b) the program in which the work term was undertaken is provincially approved under the Co-operative Education Fund of British Columbia; and,
- c) the work term is officially recognized (noted on transcript) by the institution where the work term originated.

Regardless of the number of work terms accepted, students will be required to complete at least 50 percent of the required work terms in the new program into which they are transferring. Acceptance into a Co-op program at one institution does not guarantee acceptance in a NWCC Co-op program. Application for the transfer of work terms must be made to the Registrar prior to undertaking any additional work terms at NWCC.

To graduate from a Co-op program and receive a Co-op designation on a diploma, a Co-op student must receive credit for all required courses and at least two Co-op work terms.

Students registered in a work term are considered to be registered full time students of the college.

Co-operative Education is currently offered in the Business Administration and Entrepreneurial Tourism Management programs. Co-operative Education may not be offered at every College campus each year.



International students are welcome at Northwest Community College in the University Credit program, select Career programs, and in our English for Specific Purpose or ESP Programs, Business and Industry in Northwest BC, English for Aboriginal Arts & Culture, English for Sports and Adventure Programs.

### TO APPLY TO NORTHWEST COMMUNITY COLLEGE YOU:

- Must be at least 18 years of age
- Have successfully completed Grade 12 (Sixth Form), five 'O' levels (including English), and at least two 'A' levels or near equivalent standing. (Except for those students wishing to enter ESL or ESP classes.)
- A TOEFL score of 220 on CBT or 560 PBT or better for countries where English is not the language of instruction. (Except for those students wishing to enter ESL or ESP classes.)
- ESL (English as a Second Language) or ESP (English for Specific Purpose) applicants do not require a TOEFL score or Grade 12 completion to be admitted.

### How do I apply for admission?

#### STEP 1

To apply for admission, please submit your application form along with your educational records and application fee (\$100 CDN - non-refundable) to Northwest Community College. Applications can be found on the College Web site or by calling any college campus (see back cover for contact information.)

#### STEP 2

Northwest Community College will review the application, and if acceptable, will send you a provisional letter of acceptance requesting that you pay 50% of the fees for your first year of studies. On receipt of these fees the College will send you a Letter of Acceptance. If you are not already residing in Canada with a student

permit, take this Letter of Acceptance and all other required documents to the Canadian Embassy or High Commission in your home country. Depending on your country of origin and the type of program and length of study, you may require:

- Canadian Student Visa
- Study Permit
- Both Visa and Student Authorization
- Neither

The visa requirement depends on your country of origin. Countries of citizenship requiring a Visa can be found on the Immigration Canada's Web site. Visit <http://www.cic.gc.ca> for current information on the documents that you will need to enter and study in Canada. If you think you might want to travel to the United States of America during the time that you are in Canada, you should apply for a US Visa while you are still in your home country.

#### STEP 3

All International students are asked to arrive at the Northwest Community College campus five (5) days before scheduled classes start. Please notify the Registrar of your planned arrival date.

#### STEP 4

Once you arrive, you should come to the Admissions Office at the Northwest Community College campus, to confirm your arrival and to finalize details regarding accommodation and payment of the balance of your fees.

Visit College Web site for more complete information and to download application forms.

### Board of Governors (as of October 2005)

**Glenn Bennett**  
Community Member  
Terrace

**Harold Bent**  
Community Member  
Smithers

**Sandra Bullock**  
Elected Staff Member  
Terrace

**Diane Collins**  
First Nations Council Representative

**Penelope Denton**  
Chair, Board of Governors  
Community Member  
Prince Rupert

**Ken Downs**  
Chair, Education Council

**Salomon Garcia**  
Elected Student Member (to October, 2006)  
Prince Rupert

**Shirley Hamblin**  
Community Member  
Houston

**Mona Izumi**  
Elected Faculty Member  
Prince Rupert

**Claudette Lavoie**  
Community Member  
Haida Gwaii

**Nirmal Parmar**  
Community Member  
Terrace

**Jennifer Rice**  
Elected Student Member (to October, 2006)  
Prince Rupert

**Irene Seguin**  
Community Member  
Gitwinksihlkw

**Matt Vickers**  
Community Member  
Hazelton

### Education Council

The provincial government's Bill 22, the College and Institute Amendment Act, requires a common model for the structure of all colleges' governance bodies, such as the College Board of Governors and the Education Council. The College Board is the legal entity, which makes the final decision on College financial and educational matters. The Education Council is the main policy-recommending body for College-wide education issues such as grading, admission standards and curriculum.

Education Council membership is comprised of elected representatives, four students, 10 faculty, two support staff, and four appointed educational administrators. The Education Council is administered through the Office of the Registrar.

### First Nations Council

On April 20, 1996 the Board of Governors of Northwest Community College formally approved the appointment of a First Nations Council to serve as an external advisory body to the Board.

As advisors to the Board, the Council helps ensure that First Nations communities are involved in the planning and decision-making processes of the College. The college region encompasses the Haida, Tsimshian, Nisga'a, Haisla, Gitksan and Wet'suwet'en Nations and the Council seeks to ensure representation from all of them.

The Council also serves as recognition that NWCC's College region has the largest geographic distribution of tribal organizations in the province and that 39 percent of our college student population is of First Nations descent.

## College Governance

Examples of organizations represented are education societies, private educational institutions, village governments, Education Administrators, treaty organizations and friendship centres.

### ORGANIZATIONS/COMMUNITIES CURRENTLY REPRESENTED, AS OF AUGUST 2005:

Dze L K'ant Friendship Society  
 Friendship House Association - Prince Rupert  
 Gingolx Band Council  
 Gitanmaax Band  
 Gitsegukla Band  
 Gitwangak Education Society  
 Gitwinksihlkw Village Government  
 Gitxsan Treaty Office  
 Glen Vowell Band  
 Hagwilget Village Council  
 Hartley Bay Village Government  
 Houston Friendship Centre  
 Iskut Band Council  
 Kermode Friendship Society

Kispiox Community School  
 Kitamaat Village Band Council  
 Kitasoo Education Authority  
 Kitkatla Band Council  
 Kitselas Band Council  
 Kitsumkalum Band Council  
 Kyah Wiget Education Society  
 Lax Kw'alaams Band  
 Laxgalts'ap Village Government  
 Metis Provincial Council of BC  
 Metlakatla Band Council  
 Nee-Tahi-Buhn Band  
 New Aiyansh Village Government  
 Office of the Wet'suwet'en  
 Old Massett Village Council  
 Simon Fraser University  
 Skidegate Band Council  
 Tahltan Band Council  
 University of Northern BC  
 Wilp Wilxo'oskwhl Nisga'a

## College Administration and Department Contacts

### College Administration

#### Stephanie Forsyth

President

#### Diane Ready

Vice-President Finance and Administration

#### Arlene Herman

Dean of Student Services and Developmental Programs

#### Dave O'Leary

Dean of Instruction

#### Katherine McIndoe

Dean of Instruction

#### Cathay Sousa

Registrar and Director of Institutional Research

#### Holly-Anne Burrows

Director, Communications and External Relations

#### Margo Van der Touw

Director, Continuing and International Education

#### Michael Shuster

Director, Human Resources

#### Alice Maitland

Manager Hazelton Campus

#### Bev Kealty

Manager Records & Registration

#### Cindy Harmel

Manager Facilities & Maintenance

#### Cynthia Preyser

Manager Financial Services

#### Deb Stava

Manager Prince Rupert Campus

#### Denine Milner

Manager Kitimat Campus

#### Kara Jenne

Manager Smithers/Houston Campus

#### Tony Reddy

Manager Ancillary Services

### College Services

#### ADMISSION AND REGISTRATION

Haida Gwaii

(Queen Charlotte City) 250.559.8222

(Masset)

250.626.3670

Hazelton

250.842.5291

Houston

250.845.7266

Kitimat

250.632.4766 Ext 5600

Nass Valley

250.633.2292

Prince Rupert

250.624.6054 Ext 5703

Smithers

250.847.4461 Ext 5801

Terrace

250.635.6511 Ext 5204

Stewart

250.636.9184

#### BOOKSTORE

Terrace Campus

250.638.5415

#### CAFETERIA

Terrace Campus

250.638.5422

#### CONTINUING EDUCATION

Haida Gwaii

(Queen Charlotte City) 250.559.8222

(Masset)

250.626.3670

Hazelton

250.842.5291

Houston

250.845.7266

Kitimat

250.632.4766

Prince Rupert

250.624.6054

Smithers

250.847.4461

Terrace

250.638.5473

#### REGISTRAR'S OFFICE

Terrace Campus

250.635.6511 Ext 5412

#### RESIDENCE OFFICE

Terrace Campus

250.635.6511 Ext 5445

#### STUDENT RECORDS

Terrace Campus

250.635.6511 Ext 5493

# College Administration and Department Contacts

## STUDENT SUPPORT SERVICES

### Hazelton Campus 250.842.5291

Accessibility Services Coordinator  
Educational Advisor  
First Nations Access Coordinator  
Learning Assistance Specialist

### Houston Campus 250.845.7266

Accessibility Services Coordinator  
Educational Advisor  
Learning Assistance Specialist

### Kitimat Campus 250.632.4766

Accessibility Services Coordinator  
Educational Advisor  
Learning Assistance Specialist

### Prince Rupert Campus 250.624.6054

Accessibility Services Coordinator  
Educational Advisor  
First Nations Access Coordinator  
Learning Assistance Specialist

### Smithers Campus 250.847.4461

Accessibility Services Coordinator  
Educational Advisor  
Learning Assistance Specialist

### Terrace Campus 250.635.6511

Accessibility Services Coordinator  
Educational Advisor  
First Nations Access Coordinator  
Learning Assistance Specialist

## STUDENT ASSOCIATION

Kitimat 250.632.4766

Prince Rupert 250.624.8328

Smithers 250.847.4461

Terrace 250.635.6511

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## Application For Admission

### PERSONAL INFORMATION (Please Print Clearly)

Have you previously registered in a credit course or program at NWCC? ☐ Yes ☐ No NWCC Student Number (if known)

Last name:		First name:		Middle name:	
List other surname name(s) you may have used when taking courses at NWCC:				E-mail Address:	
Permanent Address (mail will be sent to this address)			Local Address (while attending NWCC, if known)		
City	Province	Postal Code	City	Province	Postal Code
Home Telephone #:		Business Telephone #:		Other Telephone #:	
Social Insurance Number:	Date of Birth: (Yr/Month/Day)		Optional statistical information:		
	/ /		Are you of First Nations or Metis ancestry?		<input type="checkbox"/> Male <input type="checkbox"/> Female
Program for which you are applying:			Date (month/year) you would like to start:		
Preferred Campus location			I would prefer to study: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Evening Only <input type="checkbox"/> Online		
<input type="checkbox"/> Canadian Citizen <i>Immigration papers must be attached</i> <input type="checkbox"/> Landed Immigrant <i>If applicant is not a Canadian Citizen</i> <input type="checkbox"/> Other			If you know specific courses you wish to take, list them here:		
IN CASE OF EMERGENCY CONTACT: Name:			BC Personal Education Number (if known)		
Telephone: ( )					
Where do you currently get your information about Northwest Community College? (Check top 3 sources.)					
<input type="checkbox"/> At your high school		<input type="checkbox"/> From your parent/guardian		<input type="checkbox"/> NWCC promotional materials: poster, flyer, brochure, other	
<input type="checkbox"/> Local Media: newspaper, radio		<input type="checkbox"/> First Nations Education Coordinator		<input type="checkbox"/> Employment counselor	
<input type="checkbox"/> From a friend		<input type="checkbox"/> NWCC Web site			

### EDUCATIONAL INFORMATION

**Secondary** (Submit an Official Transcript from your high school. Students who are currently attending high school must submit an Interim transcript.)

Last Secondary School	School District	Province (or Country)	Date Last Attended (Mo/Yr)	Last Grade Completed

### Previous Post-Secondary (Submit Transcripts)

Institution(s)	Location	Program	Last Date(s) Attended



Some courses or programs require specific documentation in addition to this application. Check our Web site at [www.nwcc.bc.ca](http://www.nwcc.bc.ca)

**PROCESSING OF YOUR APPLICATION WILL BE DELAYED UNTIL ALL REQUIRED DOCUMENTATION IS RECEIVED.**

## GENERAL INFORMATION

Contact your local college campus for information about Services for Students with Disabilities, Housing or Child Care.

**The College may announce the names of students and use their photographs in marketing and communication materials. Students with privacy concerns are urged to advise campus staff at the earliest possible time.**

### DECLARATION

1. The information in this application is, to the best of my knowledge, complete and correct.
2. I agree to follow the rules and regulations of the College as listed in the Northwest Community College calendar or as amended by the College Board.
3. I understand that personal information from this application will be used to verify my Personal Education Number (PEN) or one will be assigned to me for the purpose of research and evaluation. Any information released will be in a non-identifiable form.
4. I understand that both the information provided and any other information placed on my student record will be protected and used in compliance with *Bill 50 Freedom of Information and Protection of Privacy Act (1992)* and the operations of the College. Information collected and maintained as part of my student record is collected under the authority of the *Colleges and Institutions Act*.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Send to:

**Admissions Office  
Northwest Community College  
5331 McConnell Avenue  
Terrace BC V8G 4X2  
Toll Free: 1-877-277-2288**

Hazelton	4815 Swannell Drive, P.O. Box 338, Hazelton, BC V0J 1Y0	Tel: (250) 842-5291	Fax: (250) 842-5813
Houston	3221 - 14th Street, West, P.O. Box 1277, Houston, BC V0J 1Z0	Tel: (250) 845-7266	Fax: (250) 845-5629
Kitimat	606 Mountainview Square, Kitimat, BC V8C 2N2	Tel: (250) 632-4766	Fax: (250) 632-5069
Queen Charlotte City	138 Bay Street, P.O. Box 67, Queen Charlotte City, BC V0T 1S0	Tel: (250) 559-8222	Fax: (250) 559-8219
Prince Rupert	353 Fifth Street, Prince Rupert, BC V8J 3L6	Tel: (250) 624-6054	Fax: (250) 624-3923
Masset	1730 Hodges, P.O. Box 559, Masset, BC V0T 1M0	Tel: (250) 626-3670	Fax: (250) 626-3680
Smithers	3966 2nd Avenue, P.O. Box 3606, Smithers, BC V0J 2N0	Tel: (250) 847-4461	Fax: (250) 847-4568
Stewart	317A Fifth Avenue, P.O. Box 919, Stewart, BC V0T 1W0	Tel: (250) 636-9184	Fax: (250) 636-2770
Terrace	5331 McConnell Avenue, Terrace, BC V8G 4X2	Tel: (250) 635-6511	Fax: (250) 638-5432

### For Office Use Only:

Operator:	Date:
-----------	-------



Deliver to:



Postmaster - Deliver to Current Resident

## Campus Locations:

### Hazelton

4815 Swannell Drive  
P.O. Box 338  
Hazelton, BC  
V0J 1Y0  
Tel: (250) 842-5291  
Fax: (250) 842-5813

### Houston

3221 - 14th Street, West  
P.O. Box 1277  
Houston BC  
V0J 1Z0  
Tel: (250) 845-7266  
Fax: (250) 845-5629

### Kitimat

606 Mountainview Square  
Kitimat, BC  
V8C 2N2  
Tel: (250) 632-4766  
Fax: (250) 632-5069

### Masset

1730 Hodges Avenue  
P.O. Box 559  
Masset, Haida Gwaii, BC  
V0T 1M0  
Tel: (250) 626-3670  
Fax: (250) 626-3680

### Nass Valley

Wilp Wilxo'oskwhl Nisga'a  
P.O. Box 219  
New Aiyansh, BC  
V0J 1A0  
Tel: (250) 633-2292  
Fax: (250) 633-2463

### Prince Rupert

353 Fifth Street  
Prince Rupert, BC  
V8J 3L6  
Tel: (250) 624-6054  
Fax: (250) 624-3923

### Queen Charlotte City

138 Bay Street  
P.O. Box 67  
Queen Charlotte City, BC  
V0T 1S0  
Tel: (250) 559-8222  
Fax: (250) 559-8219

### Smithers

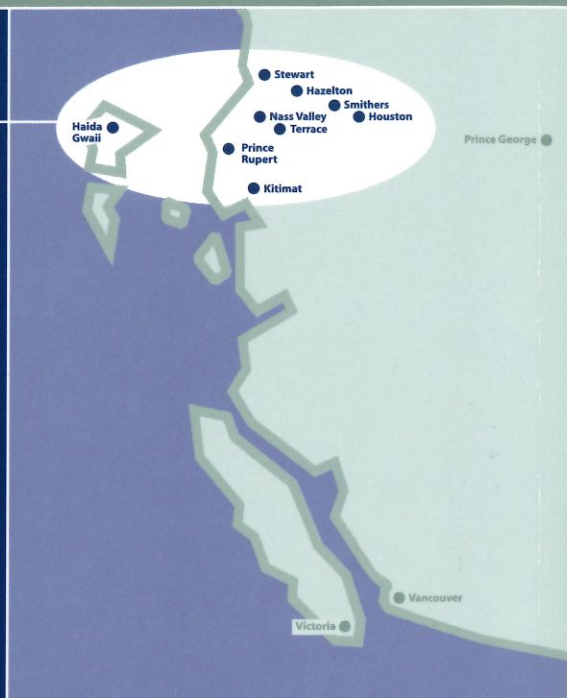
3966 - 2nd Avenue  
P.O. Box 3606  
Smithers, BC  
V0J 2N0  
Tel: (250) 847-4461  
Fax: (250) 847-4568

### Stewart

317A Fifth Avenue  
P.O. Box 919  
Stewart, BC  
V0T 1W0  
Tel: (250) 636-9184  
Fax: (250) 636-2770

### Terrace

5331 McConnell Avenue  
Terrace, BC  
V8G 4X2  
Tel: (250) 635-6511  
Fax: (250) 638-5432



## Contact Us:

Call toll-free:  
**1.877.277.2288**

E-mail:  
**info@nwcc.bc.ca**

Web site:  
**www.nwcc.bc.ca**

